MATC - Oak Creek Campus
ESL Department Meeting - Day
May 6, 2013

Borchardt, Burns, Downs, Ellsworth, Emanuelson, Grobschmidt (sec.), Halstead (chair), Herr, Lasky, Lehmann, Lewis, Omari, and Simons Santiago.

Summer School
Enrollment numbers are from COSMO. The database reflects more. Many students are not turning in their registration forms right away. Class is from 8:30-11:30AM. The blended class is 1:00-4:00PM. Tamara will be on campus on Monday/Wednesday, however many students will be working online.

<table>
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<th>Level</th>
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<th>Name</th>
<th>Course</th>
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<td>Connect w English</td>
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Math in Basic Skills
Math in Basic Skills at 11:30 AM has 30 students, and only 6 are from Basic Skills, so the majority are from ESL. This class will be split because of the high enrollment. Students interested in math will need to sign up for the TABE. Forms will be in the workshop to fill out. Rita will forward them on to Mary. It is not known when the TABE will be given.

Supplies
If you are in need of supplies for summer or fall, make that known to Wendi. A Staples order is going in. Whiteboard erasers, whiteout, post its, and dry erase markers will be ordered.
End of Semester Activities

- Evaluations need to be done in the database
- Send Grades Electronically and print screen and put in the S: Drive
- Bubble form go into the folder in the back room of the workshop
- CRP post tests and termination forms

Oak Creek ESL has been awesome about doing CRP. Fantastic job. Because of the data in CRP and enrollment in the database, Mary is able to advocate for us. It’s how we got an additional 50% ed assistant and a new full time ESL position. It’s in everyone’s best interest that we do this.

Fall Semester

One-hundred students are already registered for FA14. A tentative calendar schedule for fall was sent in an email. The first day for continuing and Level 1 students is on August 29. August 28 is the ESL Orientation.

There will be changes in the ESL Orientation to allow time to go through the “Activate My Account” process. SbS will not be included in the orientation. This will help alleviate the problems in workshop of activating accounts in the first week of class. Most problems are caused when people are not able to activate their account and the help desk needs to be called. We will be requesting that someone from IT assist us for that one day. Students will be grouped in small groups, not necessarily by level. We will need password papers filled out and they will be kept alphabetically in a binder. We don’t know if we will have an additional ed assistant in the fall. Present ed assistants should help to organize the paperwork in the workshop.

We need to decide what topics will be covered in classes on Fridays. We could do math for ESL and the instructor of that class would need to be dual certified in ESL and Basic Skills Math. Pronunciation class has 10 enrolled student so far, but will not be difficult to fill.

We will try to get the Style Show and Talent Show on the calendar. We will ask to schedule the Lecture Hall A for some time during the week. And then if it is not available, we will try to get it on a Friday. The style show can be scheduled during first semester and the talent show during second semester.

There may need to be FA14 schedule changes, please understand. There may be an online ESL class. Several advanced students have requested to take a fully online class. We will need to bring Tell Me More program to our campus in the fall.

We’ll be taking turns taking the minutes beginning in fall. Everyone will have a turn. Then if there are any remaining meeting days after everyone has had and turn, a full time instructor will take an additional turn.

DynEd Worksheets

There are so many DynEd worksheets that we need to find a new way other than printing them
on campus in the FRC or logged in with our credentials. One option is sending them out to the bindery. Another is to create fillable PDFs. And another is using Google Forms, but this means that all worksheets will need to be retyped. Wendi is sending instructions on how to create fillable PDFs. Rita will put them on the DynEd website. This could be done as a peer coaching activity. Copying workshop forms has always been an issue. Sending them to the bindery could be a solution. Also, Mark will be meeting with DynEd this week and this is one of the topics he will be discussing. In the meantime we may need to get started on this project because a solution from DynEd may not be in place by the fall.

**List of Accomplishments for the Spring Semester**

1. Had a great field trip
2. Took off with DynEd
3. Opened up more Friday Classes
   a. including level 1 which wasn’t offered in the past on Fridays
   b. including accuplacer prep as part of the workshop
4. A lot of collaboration
5. Enrollment is steadily climbing
6. Added awesome new teachers
7. Introduced new text - All Star

Wendi shared a quote that is very descriptive of our ESL Oak Creek Campus. “Give talented people the room to express their talent.” Our department is very open to change and that helps us in so many ways. Have a great summer everyone!