English as a Second Language
Instruction

Vision/Narrative

The ESL Credit Program provides English language instruction to native speakers of other languages from beginning to advanced ability levels and offers two certificates of proficiency. This multi-level academic program includes instruction in reading, writing, grammar, listening-speaking, study skills, and cultural awareness. It aims to prepare students for a successful transition into mainstream English classes, academic courses, and vocational programs, and to provide personal and cultural enrichment. As part of its ongoing mission to meet the needs of a diverse population of students in an ever-changing environment, the ESL Department continually evaluates, modifies, and develops its curriculum. It collaborates with the AEP (Adult Education Program), or Gavilan ACES, Consortium members and community-based organizations to articulate and offer ESL courses ranging from literacy to college readiness. These courses are being offered in both a traditional credit format as well as a dual-listed noncredit/credit format in the Hollister, Morgan Hill and Gilroy areas.This flexibility of offerings allows for greater access and provides multiple yet clear pathways for students to move from the community-based ESL providers to the Credit ESL Program and beyond. With these curricular and scheduling changes, not only will it be easier to maintain healthy enrollment in our courses, but the students will have a better chance of successfully reaching their goals. Finally, as the students continue to learn, so do the faculty and staff of the ESL Credit Program. They are committed to their professional growth and development and regularly collaborate with each other and those from other college departments by participating in AEP projects and professional development symposiums, Basic Skills Retreats, and Acceleration Summits. The faculty also learn about current trends in Acceleration, ESL, and Technology in Education by attending CAP (California Acceleration Project), CATESOL, and CUE (Computer Using Educators) conferences. In short, the vision of the ESL Department is to give its students the tools and English language skills they need to be successful in college, on the job, and in their personal endeavors in today's ever-changing and diverse society.

Feedback from Supervisor / Dean

The Noncredit/Credit blending programming requires the same resources as the former Credit program as the courses remain the same even though they are offered under new headings. Support and functioning equipment are critical for this program.

Program Objective 1: Increase the number of ESL certificate recipients.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2017-18

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Yes: 5 ESL students petitioned for their Advanced ESL certificates and 2 walked in the Gavilan College graduation in May 2018.

Activity 1: The ESL faculty and staff will work with Basic Skills, Noncredit, and EOPS counselors to encourage and assist the ESL students to petition for their certificates and to walk in the college graduation ceremony.

> **Personnel Request -** *none*
> **Non-Personnel Request -** *none*

Rankings:

Ranker	Comments	Rank
Dean	This activity provides positive feedback for student achievement and provides incentives for students to continue in educational pathways.	11
Vice-President		
Budget Committee		
President's Council		

Program Objective 2: In collaboration with the noncredit ESL program and local adult education providers, increase access and enrollment.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2017-18

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Yes: The ESL credit program continues to collaborate with the noncredit program to coordinate the scheduling of ESL classes and orientation/assessment. Over 200 students were assessed and placed at the August 2018 assessment/orientation sessions. Both programs continue to work together to update curriculum and create new courses. The ESL Computer Applications courses (ESL 705-710) have been a success and they are continuing to be offered in Gilroy, Hollister, and Morgan Hill. Two ESL for Childcare courses (ESL 712 and 713) have been approved, and a Noncredit ESL for Childcare Certificate of Competency has been submitted to the Chancellor's Office.

Activity 1: The ESL Credit program will collaborate with the Noncredit program to coordinate scheduling and assessment and to create curriculum.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean	These efforts have transformed ESL by linking the strengths of each program and allowing for offerings in multiple locations.	12
Vice-President		
Budget Committee		
President's Council		

Program Objective 3: To continue to provide the ESL students support services in the form of orientation & assessment, registration, conversation groups, and tutoring groups in grammar and writing. (THIS OBJECTIVE WAS MOVED TO OBJECTIVE 6 AS AN ACTIVITY.)

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2017-18

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Yes: This 30-hour/week position was vacated in December 2015. It received a high priority rating for budget requests in Spring 2016, but the position was not approved for hire. To temporarily fill this vacancy in support services, a 20-hour/week Instructional Program Specialist was hired with funding from the BSOTT grant in February 2017. The BSOTT funding is ending this semester, Fall 2018, but we hope this position will continue to be temporarily funded through the Noncredit Program. Meanwhile, the ESL Department Chair and ESL Lab Instructional Program Specialist have been coordinating ESL Assessment and continue to respond to phone calls and emails about the ESL Program. This position is a vital part of the ESL Program, as it contributes greatly to the students' success. It is necessary for providing support services to current and former Credit and Noncredit ESL students on the main campus. The ESL Instructional Program Specialist coordinates assessment and placement for new students, aids students with registration, and facilitates conversation and tutoring groups. The conversation groups and composition tutoring groups are requirements for the Intermediate II Listening/Speaking course and the Advanced I and II Composition courses. In addition, this position provides much needed tutoring in grammar and composition beyond the course requirements. The ESL Instructional Program Specialist also responds to calls and emails from potential students. Finally, he/she acts as a point person to connect ESL students to Gavilan College resources and community resources.

Rankings:

Ranker	Comments	Rank
Dean	The BSSOT grant, which provided support in this area, ends in December 2018, and a new source of funding is needed as the Noncredit and Credit curriculums have integrated lab support as part of the course content.	12
Vice-President		
Budget Committee		
President's Council		

Program Objective 4: Update the computer monitors in the ESL Computer Lab - BU 119 and BU 122.

Strategy and Goal(s):

Strategy #3: Provide students with expanded and upgraded facilities that support the campus and community needs as defined by the Facilities Master Plan.
Goal #1: Complete new Facilities Master Plan to develop Fairview Corners, expand Coyote Valley Center, replace failing infrastructure and provide for new/upgraded educational and support facilities at the Gilroy main campus.

IEC Program Review:

No: The CPUs in the ESL computer lab have been replaced within the last three years, but the monitors have not. The monitors have been slowly expiring, one-by-one, over the past three years. MIS has replaced them with other used monitors.

Progress:

No- None -

Activity 1: Purchase replacement computer monitors for 37 computers in the ESL Computer Lab - BU 119 and BU 122.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Dell 22" monitor – P2219H - $158.77 each (taxes, environmental fee and free shipping included)	$ 5874.49	Instructional Equipment / One-Time
Total Requested	*$ 5874.49*	

Rankings:

Ranker	Comments	Rank
Dean	The computer lab component of the ESL courses depends on students having clear views of the material.	12
Vice-President		
Budget Committee		

President's Council		

Program Objective 5: Update the Library 100 classroom.

Strategy and Goal(s):

Strategy #3: Provide students with expanded and upgraded facilities that support the campus and community needs as defined by the Facilities Master Plan.
Goal #1: Complete new Facilities Master Plan to develop Fairview Corners, expand Coyote Valley Center, replace failing infrastructure and provide for new/upgraded educational and support facilities at the Gilroy main campus.

IEC Program Review:

No: Library 100 is a dedicated ESL classroom, and the chairs in this room are old, worn, and unsafe.

Progress:

No- None -

Activity 1: Purchase 36 replacement chairs for the Library 100 classroom from a supplier such as Palace Arts and Supply, Schools In, or School Outfitters.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Torsion four-leg chair, armless, poly seat/back -TLNAP from KI ($165/chair, plus taxes, delivery, set up)	$ 6822.00	Instructional Equipment / One-Time
Total Requested	*$ 6822.00*	

Rankings:

Ranker	Comments	Rank
Dean	This is a desirable update to provide optimal learning conditions for students.	8
Vice-President		
Budget Committee		
President's Council		

Program Objective 6: Increase student progression through the ESL Program.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect the findings of the 2017 Educational Master Plan (EMP).
Goal #4: Support programs that bridge pre-collegiate credit/non-credit courses and other learning support options intended to prepare students for entry into basic skills, transfer, and career technical programs.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

No- None -

Activity 1: Hire an ESL Instructional Program Specialist. This 30-hour/week position was vacated in December 2015. It received a high priority rating for budget requests in Spring 2016, but the position was not approved for hire. To temporarily fill this vacancy in support services, a 20-hour/week Instructional Program Specialist was hired with funding from the BSOTT grant in February 2017. The BSOTT funding is ending this semester, Fall 2018, but we hope this position will continue to be temporarily funded through the Noncredit Program. Meanwhile, the ESL Department Chair and ESL Lab Instructional Program Specialist have been coordinating ESL Assessment and continue to respond to phone calls and emails about the ESL Program. This position is a vital part of the ESL Program, as it contributes greatly to the students' success. It is necessary for providing support services to current and former Credit and Noncredit ESL students on the main campus. The ESL Instructional Program Specialist coordinates assessment and placement for new students, aids students with registration, and facilitates conversation and tutoring groups. The conversation groups and composition tutoring groups are requirements for the Intermediate II Listening/Speaking course and the Advanced I and II Composition courses. In addition, this position provides much needed tutoring in grammar and composition beyond the course requirements. The ESL Instructional Program Specialist also responds to calls and emails from potential students. Finally, he/she acts as a point person to connect ESL students to Gavilan College resources and community resources.

Personnel Request

Job Classification	Quantity	FTE	Amount ($)	Fund Source / Type
Classified	1	100%	$ 66500.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 2: Work with the Noncredit and Basic Skills Counselors to provide support for students in completing the Kickstart Orientation,career exploration, and Educational Plans.

      Personnel Request - *none*
      Non-Personnel Request - *none*

Activity 3: Create accelerated ESL curriculum that will allow ESL students to complete a transferable level course within three years.

      Personnel Request - *none*
      Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		