

ESL Dept. Flex Day Agenda

9 – 11 a.m. workshop in 66-228

11 a.m. -12 noon book fair in 66-263

12 noon campus BBQ

1. A reading activity blog and vocabulary activities -Zena Sekimoto
(25 minutes)
2. Getting creative with discussion topics and having groups work on them and do mini-presentations – debates, poster presentations, problem solving - Mina Fowler
(25 minutes)
3. Skills Practice – Attendance on My Portal”, Using Sanako – Margaret Teske and Mitchell Peralta
(20 minutes)

CHOOSE ONE OF THESE:

4. Technology Demo and Practice - Using Hot Potatoes- James Bakker
5. Technology Demo and Practice - Working with Attendance & Excel -Sonia Ortega
(40 minutes intro & practice)

Minutes (Summary of discussions)

28 instructors in attendance

I. Attendance Sign In

II. A Reading Activity Blog and Vocabulary Activities (Zena Sekimoto, Faculty)

- a. Zena gave us a handout and directed us to her working blog created for her writing class during the summer. She used blogspot.com (a free blogging site for educators).
- b. She gets her students to read and then express their opinions about various current events around the world. She posts easy-to-read articles from various sources but mainly from: News for You (<http://newsforyouonline.com>), Voice of America English (<http://www.voanews.com/english/index.cfm>), CNN (<http://www.cnn.com>), and PBS (<http://www.pbs.org/newshour>).
- c. Zena demonstrated how she finds an article and posts a link to it on her blog. She also gave us a handout about her usual weekly reading blog assignments.
- d. Instructors were encouraged to contact her later if they were interested in using a blog and wanted some assistance.
- e. Zena also demonstrated 3 fun vocabulary building activities to do with students: Hot Seat, Question & Answer Vocabulary Chain, and Fill It In. They were described in a handout. The group did the Vocabulary Chain activity together.

III. Speaking Activities (Mina Fowler, Faculty)

- a. Mina handed out descriptions of all the activities. She gave us a quick overview of each activity and invited questions.
- b. The lively activities included: The Big Announcement, Poster Ideas (Good/Bad, News Story), Debates (use www.courtroom-trials.com), In the News, and Problem Solving.
- c. The ideas were well received and Mina answered questions as she described procedures for each activity.

IV. Using Sanako in the ESL Computer Labs (Mitchell Peralta, Technician)

- a. Mitchell demonstrated how to utilize Sanako for start up, lock down, portfolio posting, viewing of websites on each computer, and generally how to use the Sanako software from the instructor computer to run all the computers in each ESL lab
- b. He fielded questions and noted suggestions from the instructors.

V. Review of Using My Portal for Positive Attendance (Margaret Teske, Manager)

- a. Margaret briefly reviewed how to access My Portal (the new Banner system on campus). She went through the steps to get to positive attendance and class rosters.

Fall 2009 August Optional Flex Day
August 21, 2009 9:00 a.m. to 12 noon

- b. There were very few questions as most of the instructors attending had been doing attendance this way all summer.

VI. Using Hot Potatoes (James Bakker, Faculty)

- a. James went through a PowerPoint presentation about what Hot Potatoes is (a free software available online for creating vocabulary practice exercises and quizzes).
- b. He demonstrated how to use Hot Potatoes since it was installed on all the computers in the computer lab he was using.
- c. Instructors took home an extensive handout for reference.

VII. Working with My Portal Information and Microsoft Excel (Sonia Ortega, Faculty)

- a. Instructors learned how to create Excel spreadsheets using the information on students available in their My Portal accounts.
- b. Sonia went through a step-by-step demonstration in a computer lab showing instructors how to take the Excel download feature, upload a spreadsheet, and customize it for attendance records and grading.

VIII. Book Fair

Pearson Longman provided a book fair in 66-263 for our instructors to view new textbooks and to request desk copies from our local representative, Cambria Dorado.