REGISTRO DE ASISTENCIA Y APROBACIÓN DEL ACTA No-3/ TRIM_I 2022 DEL DÍA 3 DEL MES DE MARZO DEL AÑO 2022

OBJETIVO (S)	Discutir sobre los aspectos administrativos, pedagógicos y técnicos que inciden en el desarrollo del proceso de formación

No.	NOMBRES Y APELLIDOS	No. DOCUMENTO	PLANTA	CONTRATISTA	OTRO ¿CUAL?	DEPENDENCIA/ EMPRESA	CORREO ELECTRÓNICO	TELÉFONO/EXT.SENA	AUTORIZA GRABACIÓN	FIRMA O PARTICIPACIÓN VIRTUAL
1	Juan Carlos Saavedra Vera	16740996	x			C.E.A.I	jcsaavedra@sena.edu.co	3167204685	N/A	
2	Maggie Carolina Rafet Jaimes	66842584		X		C.E.A.I	mcrafet@sena.edu.co		SI	
3	Sonia Liliana Peña Peña			X		C.E.A.I	slpena@sena.edu.co		N/A	
4	Linda Valentina Isaacs Castillo			X		C.E.A.I	lvisaacs@sena.edu.co		SI	
5	Jose Elias Yela Guzman			X		C.E.A.I	jeyela@sena.edu.co		SI	
6	Herling Gustavo Asprilla					C.E.A.I	hasprilla@sena.edu.co		N/A	
7	Oswaldo Fabio Muñoz					C.E.A.I	omunoz@sena.edu.co		N/A	
8	Jose Alejandro Florez					C.E.A.I	jflorezr@sena.edu.co		N/A	
9	Carlos Andrés Gamez					C.E.A.I	cagamezc@sena.edu.co		N/A	
10	Rosa Consuelo Chamorro					C.E.A.I	rchamorro@sena.edu.co		N/A	

De acuerdo con La Ley 1581 de 2012, Protección de Datos Personales, el Servicio Nacional de Aprendizaje SENA, se compromete a garantizar la seguridad y protección de los datos personales que se encuentran almacenados en este documento, y les dará el tratamiento correspondiente en cumplimiento de lo establecido legalmente.

ACTA No. 3/ TRIM_I 2022

COMMITTEE OR MEETING: Bilingualism Area Meeting

DATE/CITY: Cali, March 03, 2022	**START TIME:** 11:20 am **END TIME:** 01:00 pm
PLACE AND/OR LINK: Bilingualism Lab CEAI/TEAMS https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTdkZjgzNzktM2VjMS00ZDY0LWE5NWUtODZmMjA3MjkwYTAz%40thread.v2/0?context=%7b%22Tid%22%3a%22cbc2c381-2f2e-4d93-91d1-506c9316ace7%22%2c%22Oid%22%3a%228038b404-efe0-4ad1-932f-2f64e9da4f16%22%7d	**GENERAL MANAGEMENT / REGIONAL / CENTER:** Centro de Electricidad y Automatización Industrial (CEAI)

AGENDA:

- Summary of conditions up to date
- Schedule
- Salomia (Winter, mud, arrival, arrangements “under the table”)
- UCC (return to ground lessons, this week adjustments and considerations)
- **COMMUNICATION**
  - Formal vs informal (changes to Schedule, “block scheme”, academical/behavioral issues to be reported timely.
  - Guidelines
    - To share hour reports From SOFIA the first five days of month
    - To check in advance (by the end of the month) and inform timely to make adjustments if required.
    - QR Code daily basis (upload to our drive on your own will)
    - Learning Outcomes still to be assessed (routine, we are to handle this carefully)
    - Sandra Galindez has sent an advance of her review (worrying)

MISCELANEOUS

- Maggie SENNOVA Research Projec
  " "Appreciations on the technological tools used by the CEAI as support for training in bilingualism”
- Advisory sessions/ English Lab remarks (clear/ clean/ neat); masks/ Wrap up

MEETING GOAL:

- To discuss on administrative, pedagogical and technical aspects affecting the development of training process.

MEETING DEVELOPMENT

The meeting is started by Juan Carlos Saavedra Vera who lists the points to be discussed established in the agenda. Additionally, he proposes that the meetings be held in English given the nature of our work. He asks the attendees to briefly summarize their work during this first quarter, taking into account aspects such as schedules, technical, academic, administrative elements, access to environments at UCC, etc. In general terms, all instructors report normality in their work and inquired topics.

Then, we proceed with the next topic on the agenda, Juan Carlos points out that due to the weather conditions and the amount of mud around, it is very likely that the training environments will be affected by the amount of mud that the apprentices may bring through their shoes at the time of getting into the classroom. For this reason, he requests that shoes be cleaned before entering the training environments. On the other hand, Instructor Oswaldo points out that, as an integral part of the training process, trainees should be asked to clean the training environment once the session is over.

Additionally, Juan Carlos points out the need to maintain clear and formal communication regarding the different “arrangements” or agreements reached with the different groups, in terms of punctuality and schedules. Related to the training sessions organized at UCC, Juan Carlos reports he was informed that bilingualism team would continue working remote until the spaces are set up in accordance with the regulations. So far, there are seven training spaces that have been gradually being enabled and in addition, an alternate schedule was set in the way does not affect the assignments registered in the SAF,

which must be validated for the progressive or definitive return to UCC. This has ended up in some impasses with apprentices, related to the difficulties in going from their homes or connection sites to Salomia, where they must attend the sessions established as face-to-face. This has resulted in various issues that each Instructor has had to adjust in the most efficient way according to each specific situation and always being aware to offer the best possible solution to each circumstance.

Subsequently, Juan Carlos specifies the importance of making formal communications, via email, and emphasizes that communications with learners via WhatsApp are considered informal and constitute just support for formal communication. He also emphasizes the importance of making the different news reports, whether academic or behavioral timely.

Then, he establishes the importance of reviewing the instructor's time schedule in SOFIA PLUS in advance in order to have enough time to make the necessary adjustments in the hour report.

The importance of daily completion of “health conditions self-report” by each of the instructors was also highlighted. This, under the responsibility of each one and taking into account that it also constitutes an institutional guideline. Likewise, the need to work on updating the Learning Guides was pointed out, since their dynamic nature is recognized and the relevance of updating them since we are once again in the face-to-face training process.

During miscellaneous section, Instructor Maggie makes her presentation, requesting support from the Bilingualism team to obtain first-hand information regarding the different technological tools that have historically been implemented in SENA/CEAI to support training in Bilingualism. For this, some guiding questions are posed and the support of the group is requested for the completion of a data collection instrument established for this purpose.

Next, Juan Carlos asks for information regarding Advisory sessions registration by the instructors who have assigned hours for this purpose. Each of the instructors describes the actions carried out in this regard and undertakes to update the records using the Drive file provided for this purpose so that the entire bilingualism team can socialize with their groups the availability of this support resource for Center learners.

Finally, due to the nature of the oral production activities that English instructors must model for their learners, and given the mandatory use of masks that interferes with its visualization, Juan Carlos delivers some masks as a complement to the biosafety set, and makes general recommendations for their maintenance and portability, which is due to the need to allow learners to visualize the oral production models that the instructor performs in their training process, something that the mask totally impede.

Meeting is closed.

CONCLUSIONS

- Juan Carlos establishes the importance of complying with institutional guidelines.
- He also points out the importance of carrying out the processes formal and timely.
- It is important to keep formal communications both with apprentices and with the rest of the work team.

COMMITMENTS

ACTIVITIES	ON CHARGE	DATE
• To share hours of availability for advisory sessions	Bilingual instructors with assigned hours for this purpose	Before March 11 2022

ATTENDEES: (Include attendance record)

Face-to-Face Attendance

Remote attendance:

Resumen de la reunión						
Número total de participantes	4					
Título de la reunión	Area Meeting_2					
Hora de inicio de la reunión	3/03/2022 11:11					
Hora de finalización de la reunión	3/03/2022 13:10					
ID. de reunión	1687bcc4-a49c-4632-b2c4-5af0c4bb9ddf					
Nombre completo	Hora de Unión	Hora de salida	Duración	Correo electrónico	Rol	Id. de participante (UPN)
Juan Carlos Saavedra Vera	3/03/2022 11:11	3/03/2022 13:10	1 h 58 min	jcsaavedra@sena.edu.co	Organizador	jcsaavedra@sena.edu.co
Maggie Carolina Rafet Jaimes	3/03/2022 11:41	3/03/2022 13:07	1 h 26 min	mcrafet@sena.edu.co	Asistente	mcrafet@sena.edu.co
Linda Valentina Isaacs Castillo	3/03/2022 11:41	3/03/2022 13:07	1 h 26 min	lvisaacs@sena.edu.co	Asistente	lvisaacs@sena.edu.co
Jose Elias Yela Guzman	3/03/2022 11:42	3/03/2022 13:03	1 h 21 min	jeyela@sena.edu.co	Asistente	jeyela@sena.edu.co

