Noncredit ESL Division Meeting

Sept 6, 2012: 11 am – 12 pm (day), 8:15 pm – 9 pm (evening)

Mariposa #203

1. Approval of Minutes – May 2012 Division Meeting
2. Campus Updates:
	1. Proposition 30 and implications for class cuts
	2. Garfield morale and mission
3. Program Updates:
	1. General Reminders/Announcements
		1. Calendar – Division Meetings, El Civics, CASAS, Exam Dates, Staff Development Workshops
		2. Copiers – use Teachers’ Resource Rm or Duplicating
		3. MP 309 – ESL software installed, open to all students for independent use
		4. TR211 – Available for class visits/instruction M-F; please schedule with Marie
		5. Syllabi/Course Overviews – include exam dates/disability policy, SLOs, supply list; examine carefully for typos
		6. Plan for F/T VESL Hire for Spring 2013
		7. Plan for tutors (pending in HR)
		8. Revised Sub Policy per task force
	2. SLOs/Assessment and Curriculum
		1. Retreat and Assessment Results
		2. Resulting Plans for this Semester
			1. Writing Sets/Literature Sets
			2. Staff Development Workshops
				1. Best Practices for Writing Instruction
				2. Norming Sessions for Grading
				3. Teacher Talk – Caroline
				4. Peer Observations
			3. Revised Level 4 writing rubric
		3. Teacher Evaluations – Communicative Learning and Staff Development participation/implementation
4. Guild/Sub Policy– Marcia Sibony
5. Senate - Paul Mayer