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