**Noncredit ESL Meetings**

**September 4, 2012 Morning Meeting**

**September 6, 2012 Evening Meeting**

**Present:**

**Division Chair:** Alice Mecom

**Full Time Faculty:** Megan Ernst, Paul Mayer, Debbie Robiglio

**Morning:** Hannah An, Bette Bond, Marilyn Burghdorf, Misty Cho, Cheng Chuah, Harriet Cohen, Romina DerBedrossian, Caroline DePiro, Edwin Fallahi, Glenda Gartman, Kathy Grammer, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Ewa Lichwa, Jane Lin, Kim MacDonald, Jill McDowell, Susanna Martirosyan, Rob Mott, Joanne Muldoon, Wayne Qian, Margaret Richer, Arusyak Sargsyan, Marcia Sibony, Kathryn Son, Debbie Tannenbaum, Dennis Van Bremen, Pat Zayas

**Evening:** **:** Marina Adamian, Bob Ballenger, Brian Bennitt, Lisa Bonnici, Rodney Borr, Inga Dabagyan, Dana Eusan, Edwin Fallahi, Rocio Fernandez, Cheryl Johnson, Mimi Khalel, Armen Kocharian, Miriam Krawchuk, Sandra Limina, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Mari Sahakian, Robert Shields, Valerio Silverio, Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Nune Yeganyan

The meeting was started by a presentation of student’s values and attitude chart. Alice has posted this information in the instructors’ resource room.

**Minutes Approved as Written**

**Division Meeting Day Class Dismissal Time**

All morning classes should observe a uniform dismissal time of 10:45 on the day of the division meeting.

**Proposition 30 and Implications for Class Cuts and GC Moral**

There will be class cuts in the spring if Proposition 30 does not pass. At this time, it is undecided if cutting classes or reducing hours is the best option. The final decision will be made by the division chair and all input is welcome. During this time of uncertainty, it is important that the Noncredit ESL Division remain unified and focused on student learning.

**Division Calendar and Instructors online resource links.**

All important information relating to the division has been placed online. A presentation of the online teacher’s resource page was given by Alice.

**1. Go to www.glendale.edu**

**2. Go to Garfield Campus on left side**

**3. Click on Classes and Programs - Continuing ED**

**4. Click on ESL**

**5. Scroll down to Teachers' Resources on left side**

**http://www.glendale.edu/index.aspx?page=5457**

**Copier usage**

The copier on the TR 2nd floor office incurred a very large surcharge for excessive copies. Instructors were reminded to use the copy machine provided for their use in the Instructor Resource room and to use duplicating whenever possible.

**MP309 Lab & TR 211**

MP 309 has been opened for all students to use and copies of the ESL software have been installed on the computers. TR 211 is open for instructors to use when making a classroom presentation. A sign-in sheet will be located in the office behind Marie’s desk.

**Course Overviews**

All course overviews must contain current information. Current updated information can be found on the online teachers’ resource page. Instructors were reminded to check for any typos and to include any supplies suggested for the class.

**Full Time VESL Hire for Spring 2013**

There is a plan to hire a Full-time instructor for the spring 2013.

**Noncredit ESL Tutors**

Alice hopes to hire tutors for Noncredit ESL students. More information will follow as progress is made.

**CASAS & EL CIVICS**

It is vital that instructors participate in these programs as they are a significant source of funding for the Noncredit ESL program.

**Welcome Packets**

All instructors teaching Levels 2 through 5 need to return the packet request form to Margaret Mansour with the exact number of packets needed for each language.

**Revised Sub plan—Kathy Grammer**

A copy of the revised sub plan was presented by Kathy Grammer. Instructors who have questions or suggestions should contact her. The policy is also posted on the teachers’ resource page.

**Retreat, SLOs, and Assessment Results**

The retreat proved to be very successful. Better communication between instructors and better student retention were common topics of discussion. All information regarding the retreat can be found online on the instructor resource page. This retreat focused on writing. Each retreat will focus on different skill areas.

**Writing and Literature Sets—Megan Ernst**

Class sets of writing and Literature sets will be placed on the bookshelves behind Maral’s desk. Check-out will be on the honor system. Sets will be provided for the Main Campus as well. Sets are only to be checked out for a few days at a time.

**Staff development workshops**

Several staff development workshops will be offered at the Garfield Campus. The dates and topics will be posted on the online division calendar.

**Norming Sessions for Grading**

The importance of grade norming was discussed. Staff workshops have been arranged and it is mandatory that instructors attend a session.

**Teacher Talk—Caroline Depiro**

The importance of teacher’s communicating among themselves was one of the results of the retreat. Caroline has offered to hold teacher talk sessions each Wednesday from 12:00 to 12:30 in room TR204.

**Peer Observations**

Instructors may observe other instructors teaching styles for Flex or Pay. Instructors may say no to being observed.

**Level 4&5 Rubics**

Level 4&5 Rubics have been revised and will be emailed to instructors, as well as being placed on the instructor resource page.

**Instructor Evaluations**

Instructors should incorporate what is learned from the retreats and workshops into their teaching methods.

**Senate—Paul Mayer**

If proposition 30 does not pass, there may be cuts in class offerings. The IHAC task force is being reinstated.

**Guild—Marcia Sibony**

Legislation has passed pension reform that may affect faculty. Budget cuts are being discussed. It is important to support Proposition 30. Negotiations are ongoing. Volunteer voter registration is being planned. Hopefully registration tables will be set up in a week.

Meeting Adjourned