**Noncredit ESL Meetings**

**October 2, 2012 Morning Meeting**

**October 4, 2012 Evening Meeting**

**Present:**

**Division Chair:** Alice Mecom

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

**Morning:** Hannah An, Susanna Aramyan, Misty Cho, Cheng Chuah, Harriet Cohen, Romina DerBedrossian, Caroline DePiro, Edwin Fallahi, Glenda Gartman, Kathy Grammer, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Arlene Kushida, Ewa Lichwa, Jane Lin, Kim MacDonald, Jill McDowell, Rob Mott, Wayne Qian, Margaret Richer, Mari Sahakian, Marcia Sibony, Kathryn Son, Debbie Tannenbaum, Noriko Yamamoto, Pat Zayas

**Evening:** **:** Marina Adamian, Bob Ballenger, Brian Bennitt, Bettee Bond, Rodney Borr, Inga Dabagyan, Dana Eusan, Carlos Gozalo, Mimi Khalel, Armen Kocharian, Sofia Manaserian, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Nune Yeganyan

**Guests:** Margaret Mansour—Mental Health

Elodia Collins—Academic Counselor

Zo Kaye—Librarian

**Minutes Approved as Written**

**Access and Success: Signing of Student Success Task Force**

The Governor signed the Student Success Task Force, now called the Student Success Act. Emphasis will be placed on Career & Technical Education (CTE), Basic Skills, and transfer degrees.

**Carol Liu’s Board Visit**

Senator Carol Liu attended the most recent GCC board meeting to discuss her plan for improved student success. 70% of degree- seeking students do not earn their degrees after 6 years, a statistic which she said must be improved. The Student Success Task Force will soon require all students to have an educational plan. This mandate will begin in credit programs, but noncredit programs should follow a similar course of action.

**Classroom and TR211 computers and technology training**

Instructors using TR211 (the TR computer lab)need to turn off all the equipment and lights upon leaving the room. All instructors should be careful when using the document cameras since they are very expensive and difficult to replace. Instructors should be sure that document cameras are turned off when they are not in use.

**Conserving Printer Ink**

When making copies be sure not to have a dark border as it is a waste of toner.

**Adding students with permission numbers and backdating**

Instructors who need students backdated and/or added to their classes should see Marie, Zaruhi, or Silva. A question of low enrollment was raised and many instructors offered to distribute fliers. It was suggested that the division provide more information in the students’ first languages in order to catch their attention and ensure that they understand what services and programs are offered.

**Calworks students signing in**

If instructors have issues with students signing and leaving early, they should contact Aarin Edwards at extension 5846. Aarin will check to see if they are Calworks students. If they are, Aarin will speak to them about attendance issues.

**Spring 2013 Schedule**

No assignments can be given until after the election and the outcome of Prop 30.

**Holiday Party**

Rodney Borr has graciously offered his home for the holiday party. The date has been set for Saturday, December 15.

**Verbal Assessments**

The verbal assessment questions for all levels can be found online. It is important to stick to the scheduled testing dates. Megan reviewed the feedback from the June retreat and discovered many ideas for revisions and improvements. For this semester, she removed many of the yes/no statements and decreased the number of prompts.

**Margaret Mansour—Mental Health Counselor**

Margaret will be coming to Level 1 and 2 classes to give the Welcome Packet orientations. She is also offering these sessions at a variety of times and days throughout the semester; please see the sign posted outside the career center. Margaret also is available for mental health counseling as well as classroom presentations, and community resource referrals.

**Elodia Collins—Academic Counselor**

If students complete the Continuing to Credit Process (CCCP) by December 6, it will give them an early registration date. Main Campus tours will be on October 23. There will be 2 tour times; the morning tour will be at 8:45am, and the evening at 6:00pm. The counselors will be visiting Levels 3,4,5 to announce the tours. Students can sign up for the tours in the Career Center.

**Zo Kaye—Librarian**

The GCC online library page has been updated. A online survey will be emailed to all instructors and responses to the survey are requested in the next 2 weeks. Instructors are requested to donate extra copies of their course textbooks to the library so that students may check them out.

**Marcia Sibony—Guild**

There will be a voter registration rally at the Garfield Campus on October 17th. Please contact Marcia if you are able to help with this event. Teachers were reminded that they are permitted to educate students about the upcoming ballot measures but may not advocate for one proposition over another.

**Paul Mayer—Senate**

The senate discussed how many cuts will be enacted if Prop 30 does not pass. Proposition 30 is extremely important to adjunct instructors. IHAC Task Force: Paul will continue advocating for NCESL.

Meeting Adjourned