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Noncredit ESL Division Meeting
Dec. 4, 2012, 11 am – 12 pm (day)
Dec. 6, 2012, 8:15 pm – 9 pm (evening)
Mariposa #203

1. Program Updates:

a. General Reminders/Announcements

- i. Fire Drill, 1 pm, Dec. 5
- ii. Transit Survey
- iii. Registration: Priority 12/19, Open 12/20
- iv. Spring Schedule with changes
 - a. Adelante Level 4
 - b. Pilot “vesl”
 - c. Enrollment #s – switching or cutting
- v. Holiday Party – Dec. 15, Chez Rodney
- vi. January Operations
 - a. Garfield – open M – Th (day/evening)
 - b. MP 309 lab – 9 am – 4 pm
 - c. Main Campus Office – Every Wed & (1/10 & 1/30 Thursday & Monday evening)
 - d. Testing Schedule at Garfield:
 - a. Tuesdays at 1:30 pm
 - b. Thursdays at 9 am
 - c. Silva, one evening/week

b. SLOs/Assessment and Plans for Improvements

- i. Staff Development Workshops
 - a. Norming reschedules
 - b. Norming Findings:
 - a. Giving prompts in advance, levels (3) – 5
 - b. Placement of name/date/etc on writing assignments
 - c. Other – level leaders will be submitting consensus
- ii. Program Improvements
 - a. Filling classes – using an enrollment card
 - b. Certificates:
 - a. Powerpoint for ceremony
 - b. Certificate wall in the office
 - c. “Steps to Success” self-progress report
 - d. Moving ceremony to beginning of Spring
 - c. KPI’s - # of certificates; retention rates

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iii. CASAS updates

iv. Testing & End of Semester Info

c. Senate/Guild