

Present:

Division Chair: Alice Mecom

Full Time Faculty: Megan Ernst, Karen Hamilton

Morning: Hannah An, Misty Cho, Harriet Cohen, Caroline DePiro, Romina Der Bedrossian, Karen Duekmejian, Kathy Grammer, Deborah Henneker, Ewa Lichwa, Jane Lin, Kim Mac Donald, Jill McDowell, Rob Mott, Wayne Qian, Margaret Richer, Rebecca Rodriguez, Arusyak Sargsyan, Mari Sahakian, Marcia Sibony, Diane Starke, Debbie Charlene Worthley, Noriko Yamamoto, Nune Yeganyan

Evening: Mariam Aintablian, Susanna Aramyan, Bob Ballenger, Rodney Borr, Inga Dabagyan, Fanhen DiGiovanni, Dana Eusan, Edwin Fahalli, Armineh Khanbabian, Mimi Khalel, Anahit Makhmuyan, Sofia Manaserian, Susanna Martirosyan, Kirk Olgin, Susan Ryan, Robert Shields, K Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Dennis Van Bremen

Guests: Margaret Mansour—Mental Health Counselor
Jan Young, Business Division Chair

Minutes approved as written (McDowell/Bond)

Jan Young— Business Division Chair

Jan gave a presentation of the Business web page. Jan and Alice are working on creating pathways between the Noncredit ESL program and the NC business program. In the future, students who apply for Pell grants must have a high school diploma or GED to qualify, which is a reason why some NCESL students may need to pursue the GED pathway. After the first of the year, there will be changes on how the GED test will be administered. The test will also be more difficult.

It was noted that there are scheduling conflicts between the divisions, and that these should be resolved.

Deborah Kinley

The current GC website is being updated. Suggestions and pictures should be directed to her. The topic of disruptive and special needs students resulted in a discussion, as this semester there has been an increase of incidents. Deborah and Margaret Mansour are in contact with the disabled student office on the main campus in regards to this issue. Teachers asked about the possibility of developing a local “repeatability policy” to address students who cannot progress according to the standards of the NCESL program.

Main Campus tours

Main Campus tours will be May 7. Using upper level credit ESL students to help as tour guides is being considered.

GC Library

The GC library is proving to be very popular with students. Zo has documented its usage with assessment data.

Summer School

Noncredit ESL summer school will start June 17. At this time, it is unknown how many classes will be offered. No books will be used during the summer. However, there are class sets of literature and writing books in the office that may be checked out. A discussion followed on what situations, teaching the prior summer or accepting then backing out, would disqualify an instructor from the lottery pool.

Summer School Office Staffing

Due to the 21 day layoff imposed on many classified staff, services for faculty and students will be impacted. It was suggested an open house two weeks before the beginning of fall might attract students who need help registering. It was also suggested that faculty bring their students to the TR 211 lab in order to double check their ID numbers and passwords. That way, the office can fix those issues now.

Fall 2013 Start Date

No official date has been announced, but it is believed it will be the day after Labor Day. Questions were raised regarding if there was a place on the Main Campus where Noncredit ESL students could register. At this time there is no place for noncredit students to register on the Main Campus. The Main Campus admissions office only assists credit students.

Testing schedule

Suggestions on changing the testing and registration schedule resulted in a discussion. It was mentioned this is a subject that could be discussed at the retreat.

Armen Kocharian Donations

People wishing to donate should indicate where their donation should be directed. As of now, the two choices are the library room dedication at the main campus, or the Garfield tile. There was a discussion of doing a scholarship instead of a tile. Email Lisa Brooks at the Foundation Office for details on how to contribute. lbloods@glendale.edu

Exam Dates

Students should be reminded that accommodations for taking the exams on dates other than the set dates must have prior instructor approval.

Town Hall Meetings

For GC updates, Instructors are encouraged to attend the GC informational town hall meetings that are held by Alfred Ramirez.

Instructor Resource Website Updates

The level 3 writing prompts have been refined. The Level 4 prompts will need to be redone. The writing norming examples are now online. It is anticipated that in the future the excel assessment sheet will be used to identify patterns.

CTE classes

CTE classes might be coming to the Garfield Campus.

Credit ESL

Alice will be meeting with the Credit ESL division chair to improve communication between the departments.

Retreat

June 14. Topics will include Technology, VESL, Verbal Exam pilots, and other.

Noncredit ESL certificate Pathways

At the next division chairs' meeting, Alice will share the Noncredit ESL pathway chart with division chairs from other departments.

Noncredit ESL Certificates

There were 29 certificates awarded this semester, an increase of 8 from last semester.

Senate---Paul Mayer

In the absence of Paul, there was no report.

Guild—Marcia Sibony

The ballots are due in the ballot box by 9am. Voting is encouraged.

Meeting Adjourned