

**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, Edwin Fallahi, Deborah Henneker, Annette Kargadorian, Clairette Ingels, 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, Debb Tannenbaum, 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

**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 business program. In the future, students who apply for Pell grants must have a high school diploma or GED to qualify. 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 disable student office on the main campus in regards to this issue.

**Main Campus tours**

Main Campus tours will be May. Having a high level credit student as a tour guide is being considered.

**GC Library**

The GC library is proving to be very popular with students.

**Summer School**

Noncredit ESL summer school will start June 17. At this time, it is unknown on 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. No decision was made.

**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.

**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.

**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 will be coming to the Garfield Campus.

**Credit ESL**

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

**Noncredit ESL certificate Pathways**

At the next division chair 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