

Noncredit ESL Division Meeting
September 5, 2013

Present: Alice Mecom , Division Chair

Full-time: Barbara Assadi, Megan Ernst, Debbie Robiglio, Karen Hamilton, Paul Mayer

Morning: Hannah An, Susana Aramyan, Bette Bond, Marilyn Burghdorf, Misty Cho, Caroline Depiro, Romina Derbedrossian, Karen Deukmejian, Fanshen DiGiovanni, Edwin Fallahi, 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, Arusyak Sargsyan, Mari Sahakian, Kathryn Son, Dianne Starke, Debbie Tannenbaum, Charlene Worthley, Linda Young, Pat Zayas, Dennis Van Bremen.

Guest: Ophelia Carrasco

Evening: Marina Adamian, Miriam Aintablian, Laura Avakiants, Bob Ballenger, Andrew Bunnell, Rodney Borr, Carolyn Corrie, Dana Eusan, Rocio Fernandez-Presa, , Natalie Keshishian, Mimi Khalel, Miriam Krawchuk, Anahit Makhmuryan, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Robert Shields, Valerie Silverio, Esthella Siegrist-Tores, Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Nune Yeganyan.

Minutes:

May minutes to be reviewed at the October meeting.

New Instructors

Several new teachers have been hired. It was suggested a mentor program should be implemented and that flex could be earned for mentoring a new hire.

Certificate Numbers/Pathways

There are 80 Certificate earners. Certificate fliers are available. Instructors may request them from Marie. This is a significant increase in previous semesters, which averaged about 25 earners. Continue sharing the pathways flyers with students.

Updated Calendar/Teacher Resources

The online Teacher's Resource Page was displayed. Updates include all grammar structures and instructional Powerpoints from the 5/2/13 tech presentation. CASAS instructions have been added thanks to a PowerPoint presentation created by Larry Watts giving visual step by step instructions on completing the intake form.

Backdating/yellow cards

When sending students to MP309 for enrollment, yellow cards need to be used as they contain all the information needed by the lab workers to register students.

New Students/Issues with Taking Tests

Unplanned discussion occurred regarding exit-test taking during short sessions per new and repeating students, and the confusion with the yellow forms that had been crossed out/written over by summer instructors. This topic was tabled until a later date (F/T meeting in Oct; P/T meeting in Nov).

Recommendation Forms

The issue also came up about faculty not filling out the yellow placement proof forms completely and legibly. Instructors need to include all testing information on the forms. New forms need to be completed for Intersessions.

Mp309 Lab Hours for Fall 2013 semester

The MP309 Lab will be open Monday –Thursday, 9am-7pm and Friday 9am-3pm Friday.

Book Orders

The online book ordering did not go as planned. Books have been ordered and express delivery has been promised. Alice offered to make copies of the first chapter for any instructor who would like to have her do so. Book ordering processes will be revisited for upcoming semesters.

Intellectual Property

A reminder that copies made by an instructor are considered intellectual property if created by the instructor and should be respected as such. Whether teacher-created or from books, please do not take other teachers' copies from the mailroom, classrooms, or teachers' room unless you have permission or the copies are left out for "fair use"

Flex Obligation

The flex obligation is 14 hours. It was mentioned this is up for negotiation. A reminder was given to all present to copy their flex before sending it to staff development.

Shakeout

The Great California Shakeout will take place on October 17 at 10:17am. Participation is voluntary. It was also stated an emergency evacuation drill is needed during a time of maximum occupancy (not during a summer afternoon when nothing is scheduled)

Tina Andersen- Wahlberg

Tina Andersen- Wahlberg from the disabled student's center will be at the October meeting.

Retreat

SLOACs

The Course SLO cycles have been reflected in the retreat: Fall 2012 was for writing outcomes, and Spring 2013 was for speaking outcomes, such as the verbal assessment test and the conversation curriculum. This semester we will continue with the verbal assessments; the verbal assessment pilot test is continuing and will be vetted through the full-timers for approval. A conversation work group will be established. Spring 2014 will focus on grammar-related outcomes.

Moodle Workshop at the retreat was highly attended but we need more time; a new workshop will be scheduled in the next week or two.

Policy Updates: The full-time faculty will take in the retreat feedback on division policies and will finalize any revisions or updates. These will be shared in October.

Pathways

To address the Writing Level 4/5 challenges, Alice suggested giving students colored folders based on their pathways. Other ideas have been brought up, such as offering portfolio assessments or using new/various prompts.

Evening upper level Main Campus classes are growing and are geared for VESL.

Staff Development—Megan Ernst

Megan will be scheduling staff development workshops for the Garfield Campus that are specific for NCESL as well as scheduling general workshops. Friday, Oct 4, Kevin Keating will be presenting. The workshop will be from 9am-12pm. It was suggested that we film these events; we will explore if speakers are ok with this and how to arrange it.

Kidima/Armen

The family has sent up a webpage in his memory. Alice would like to have a special meeting to discuss what the Noncredit ESL division can do to honor his memory. It was suggested Oct 4 after the workshop. The library room dedication for Armen will be held Saturday September 7, from 8-10am.

Senate—Paul

Campus security is a major concern and the Senate is forming a task force to look into this issue. The Library would like to have their own division and Paul will be discussing this at the next meeting

Guild

No formal report was given, however the current topic is the college calendar and early start.

