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Noncredit ESL Division Meeting
Nov. 5, 2013, 11 am – 12 pm (day)
Nov. 7, 2013, 8:15 pm – 9:15 pm (evening)
Mariposa #203

1. Announcements

- A. NCESL Scholarship and Kidima
 - B. Main Campus Tutor
 - C. Policy Updates
 - 1. Placement test procedures
 - 2. Double enrollees
 - 3. Side by Side tests
 - 4. Refer to policies online
 - D. End of Semester
 - 1. Assessment tools online (verbal pilot or regular)
 - 2. Placement Forms – accurate, legible, complete
 - 3. Cultural Event – last day Wed, not Tuesday
 - E. Holiday Party
- a. Winter Session
- i. Jan 6-Feb 14
 - ii. Room Assignments/cabinets/keys
 - iii. Adding students – the “yellow cards”
 - iv. No books
 - v. Testing Policies (repeaters only)
 - vi. Placement Forms – do not alter, create new for those who tested
- b. Spring
- i. Registration – Dec 18 & 19 (Wed/Thurs)
 - ii. Assignments (long absences)
 - iii. Notes on schedule
 - iv. Book list
- c. SLOs/Assessment and Plans for Improvements
- i. Staff Development Workshops
 - a. Megan
 - ii. Full-time Faculty Meeting topics
 - a. Verbal Practice
 - iii. Pathway Implementation
 - a. Workplace Conversation
- d. Senate
- e. Guild