

Noncredit ESL Division Meetings

Morning February 25, 2014

Evening February 27, 2014

Present:

Division Chair: Alice Mecom

Fulltime: Barbara Assadi, Megan Ernst, Karen Hamilton, Paul Mayer, Debbie Robiglio

Morning: Hannah An, Marilyn Burghdorf, Misty Cho, Harriet Cohen, Carolyn Corrie, Caroline Depiro, Romina DerBedrosian, Karen Deukmejian, Fanshen DiGiovanni, Edwin Fallahi, Kathy Grammer, Carlos Gozalo, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Jane Lin, Kim MacDonald, Susanna Martirosyan, Rob Mott, Wayne Qian, Margaret Richer, Arusyak Sargsyan, Mari Sahakian, Marcia Sibony, Kathryn Son, Dianne Starke, Debbie Tannenbaum, Nune Yeganyan, Linda Young, Pat Zayas

Guests:

Margaret Mansour—Mental Health Counselor

Evening: Marina Adamian, Miriam Aintablian, Susanna Aramyan, Andrew Bunnell, Patty Carroll, Dana Eusan, Rocio Fernandez-Presa, Natalie Keshishian, Mimi Khalel, Miriam Krawchuk, Anahit Makhmuryan, Sofia Manserian, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Valerie Silverio, Esthella Siegrist-Torres, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Dennis Van Bremen

Announcements

Alice extended a warm and upbeat welcome to all instructors present, with an expressed hope that this semester will be a productive and happy semester for all.

Hospital Parking

Please remind all students not to park in the medical center or they may be towed.

Paper/Scanner

Alice is investigating purchasing a multi-page scanner for instructors use. Instructors were asked to conserve paper whenever possible.

Faculty Updates

Jill McDowell and Rodney Borr are out temporarily for medical reasons. Glendale Gartman has retired.

AB86 Meeting – Wed, February 26, from 2-4 pm in the Community Room.

Flex

Flex obligation for adjunct is 14 hours.

April Welcome Back

Having a student welcome back activity in April might be exciting for students and beneficial for all the programs at Garfield. Alice will be discussing this idea with Alfred.

Program Developments

VESL update: plan for building evening classes

There is an increased student interest in VESL classes. Upper level Main Campus evening classes as well as two intermediate conversation classes are introducing “Preparing for the Workplace” themes.

Collaborating with Credit ESL

The credit ESL program is reducing its lower level offerings. Credit instructors have been asked to inform students of the Noncredit ESL class options. However, many students may not transfer into Noncredit ESL as there is no financial aid available.

In order to make students aware of pathway-themed ESL courses, such as VESL and CRESL, we will look into giving them the course choices/ticket numbers in the classrooms before registration.

Staff Development Updates –Megan Ernst & Karen Hamilton

Workshops

Karen Hamilton will be replacing Megan Ernst as Staff Development Coordinator. Karen announced upcoming workshops and conferences. Instructors interested in attending should contact Karen for more information.

New Evaluation Form

A new faculty evaluation form has been developed and will be used this semester. A new section on “completing paperwork/attendance” has been added. Megan will be contacting instructors to set up a classroom observation date. She requested that instructors read her emails very carefully so they are prepared for her visit.

Assessment Cycles

Verbal test Update

Paul Mayer has been working with adjunct faculty on updating the verbal exit exams. They have worked on creating new tests with different versions as many students memorized the answers to the original

100 question tests. Teachers will be given the choice to pilot these new versions for this semester's verbal finals.

Placement Tests

The problem of students using the placement test to skip a level resulted in a discussion. Alice agreed the placement test needs to be revised. The project requires collaboration with the Office of Research and Planning and the state Chancellor's Office. Alice is looking into the procedures so that we follow the correct process.

Alternate Exit Tests

Teachers expressed the need for alternate versions of the level exit tests.

Level One Students (repeaters, disabilities, misplaced)—Debbie Robiglio

Monday Repeater Class

It was suggested this class should have a more positive title than repeaters. The class is designed to provide extra support for students who need additional help in Level 0, 1, and 2. Debbie has created a form for instructors to use when referring students to the class. The class meets on Monday from 12:30 to 3:30.

Senate Report—Paul Mayer

The senate is monitoring the proposed suggestion that the instructor student evaluations be available online for students to complete.

Guild

It was reported that nominations are open and being accepted for open positions.

Meeting adjourned