

**Noncredit ESL Division Meeting**  
**September 11, 2014**  
**11:00 a.m.-12:00 p.m.**  
**Mariposa #203**

**MINUTES**

**Present:**

**Division Chair:** Deborah Robiglio

**Full Time Faculty:** Megan Ernst, Paul Mayer, Karen Hamilton, Barabara Assadi

**Morning:** Mariam Aintablian, Hannah An, Edward Bernard, Bette Bond, Marilyn Burghdorf, Misty Cho, Harriet Cohen, Carolyn Corrie, Caroline DePiro, Romina DerBedrossian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Rocio Fernandez-Presa, Katherine Grammer, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Jane Lin, Kim MacDonald, Susanna Martirosyan, Jill McDowell, Rob Mott, Wayne Qian, Mari Sahakian, Arusyak Sargsyan, Sato Naomi, Dennis Van Bremen, Marcia Sibony, Kathryn Son, Dianne Starke, Charlene Worthley, Nune Yeganyan, Patricia Zayas

**Evening:** Marina Adamian, Bob Ballenger, Rodney Borr, Andrew Bunnell, Dana Eusan, Carlos Gozalo, Natalie Keshishian, Mariam Krawchuk, Makhmuryan Anahit, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Robert Shields, Esthella Siegrist, Valerie Silverio, Robert Speiser, Hasmik Tovmasian, Larry Watts, Edgardo Zayas

**Guests:** Alfred Ramirez, Administrative Dean, Elodia Collins- College Services Representative, Zohara Kaye—Library Liaiso, Margaret Mansour—Mental Health Counselor

The meeting started with Megan Ernst congratulating Deborah Robiglio's new position as Noncredit ESL division chair. Megan recognized Deborah's hard work, and thanked the teachers for a good start to the fall semester.

**Minutes approved as written.**

**Temperature**

Debbie gave the updated report about the temperature. Also, she noted that she has collected reports and forwarded them to Nelson Oliveira, who is in charge Facilities and HVAC issues at GCC.

**Duplication**

It was reported that the Duplicating office had faced some challenges during the summer and early fall. It also was noted that Duplicating was enforcing a policy of not copying materials under copyright protection unless permission was granted by the publisher/author. The teachers were told to give Duplicating five days to return their materials and pay attention to the copyright box. The instructors were also encouraged to use Moodle or other methods that reduced a reliance on paper copies.

**Attendance**

Instructors were reminded to input positive attendance at least once a week. Instructors can give Armine names, ID numbers or birthdates of students who need to be registered for their class.

**Alfred Ramirez**

Alfred explained that teachers can register students in class or they can send them with yellow add cards to MP 309. Students will return to class with a pink enrollment card. Students who registered for more than one class, in the same time slot, will be dropped from all but

one class. This should ensure that class and wait lists are accurate. Instructors with temperature issues can also contact to Joni Switzer.

#### **Introduction of temporary administrative assistant**

Armine Mnatsakanyan was introduced.

#### **Afternoon and Evening Classes**

Flyers have been distributed to advertise afternoon and evening classes on the main campus

#### **CATESOL and professional development-Karen Hamilton**

The statewide CATESOL conference will be on October 23-26 in Santa Clara. The Noncredit Division Professional Development program can cover instructors' registration. All important information relating to the professional development workshops has been placed in the NCESL Professional Development calendar. It was reported that GCC is offering an online Distance Education Certificate. Instructors who are interested can see Fabiola Torres' August 26<sup>th</sup> email for all the details. Integrated Health workshop will be held on Saturday, September 13. Five hours of flex are available.

#### **Verbal Assessment**

Instructors who are interested in piloting the new and improved verbal assessment should contact Debbie. In Spring 2015, all Level 0 through 3 instructors will use the new exam. Training will be provided during the winter session and during the spring semester.

#### **Elodia Collins---Transfer to Credit Classes**

CCCP presentations assist students who are interested in taking credit classes in the 2015 winter and spring sessions. Workshops will be held in the Career Center. Level 4 and 5 students will be escorted to the presentations prior to the division meeting on October 7.

#### **Welcome Packets- Margaret Mansour**

Margaret will be going to Level 0 and Level 1 classes to distribute Welcome Packets to students. All new students in level 2-5 should be sent to the new student orientations, which will be twice a month. A Mental Health presentation will be held on November 4.

#### **Library-Zohara Kaye**

Zo distributed a half sheet with information about the Garfield Library and online services available to instructors. Instructors are encouraged to make an appointment and take their classes for a library tour. Teachers need to drop-off completed library registration cards 48 hours before their scheduled tour. Zo is willing to set up orientations and tours outside of regular scheduled library time.

#### **Senate—Paul Mayer**

Paul displayed his membership card on the projection screen and explained Shared Governance and 10+1 processes. Paul encouraged instructors to be involved and participate in committees. A shared governance workshop will be held on September 24, at 12:30 and FLEX is available. Room to be announced.

#### **Guild—Caroline DePiro**

The Guild Meeting will be on Tuesday, September 16 on the main campus. Also, an Adjunct Guild Meeting will be held on Wednesday, September 17, from 12:00PM-2:00PM. Location to be announced. Caroline will also be arranging a Guild meeting for Garfield teachers on the Garfield Campus. The agenda and presentation will be the same as the main campus' presentation. Date and time to be announced.

#### **Meeting Adjourned**