

Noncredit ESL Division Meeting
April 7, 2015 11:00 a.m. (day)/April 9, 2015 8:15 p.m. (evening)
Garfield Campus: MP203

MINUTES

Present: Division Chair: Deborah Robiglio

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

Morning: Hannah An, Euphronia Awakuni, Betty Bond, Marilyn Burghdorf, Harriet Cohen, Carolyn Corrie, Caroline DePiro, Romina Der Bedrossian, Karen Deukmejian, Fanshen Di Giovanni, Karin Drummond, Edwin Fallahi, Rocio Fernandez-Presa, Katherine Grammer, Deborah Henneker, Clairette Ingels, Daniel Janoyan, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Kim MacDonald, Susanna Martirosyan, Jill McDowell, Robert Mott, Margaret Richer, Mari Sahakian, Arusyak Sargsyan, Naomi Sato, Aaron Shryock, Kathryn Son, Dianne Starke, Marcia Walerstein Sibony, Charlene Worthley, Patricia Zayas

Evening: Marina Adamian, Robert Ballenger, Rodney Borr, Inga Eguizarian, Dana Eusan, Natalie Keshishian, Mariam Krawchuk, Anahit Makhmuryan, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Valerie Silverio, Esthela Siegrist, Hasmik Tovmasian, Dennis Van Bremen, Larry Watts, Nune Yeganyan, Edgardo Zayas

Guests:

Deborah Kinley _ Associate Dean
Margaret Mansour – Mental Health Counselor
Shant Shahoian - English Division

Minutes Approved as Written

Recognition Luncheon: The recognition luncheon will be Thursday, May 14. Deborah Robiglio shared the list of instructors who are being honored for their years of services at Glendale Community College.

Learning Center Presentation: Shant Shahoian, the learning center coordinator, gave information about the Learning Center on the main campus. Smarthinking online tutoring is available from 8:00 am to 11:00 pm. He encouraged instructors to share this information with their students.

Student Success Interviews: Deborah Kinley talked about the importance of gathering information about our students' goals for the Chancellor's office. Toy Jones is the new hourly employee who will gather this information and enter the data into the SARS system. She will target Level 3, 4 and 5 students and it will be an ongoing project.

Workforce Education Expo: Garfield Campus will host a Workforce Education Expo on Wednesday, April 29th. CTE programs from credit, the Community Services Department, the Professional Development Center (PDC) and our noncredit vocational and VESL programs will have tables at the expo. The event will take place from 10am-1pm, and 5pm – 7pm. This is a good opportunity for students to talk with program leaders and gather information. There will be flex available if instructors want to participate in this program.

Certificate Ceremony: The Noncredit ESL Certificate Ceremony will now be held once a year instead of every semester. The instructors who have eligible students in their class will receive a reminder email in advance to be shared with the student. On the day of the event, the student will receive a color-coded card from the office to facilitate the handing out of the certificates.

Professional Development: Megan Ernst gave information regarding upcoming workshops and conferences and reminded the faculty about the Noncredit ESL retreat scheduled for June 12. Be sure to submit your paperwork for conferences and retreat for prior approval. There is new language in the flex policy manual that explains the new requirements. The deadline for flex to be preapproved is May 15th. Instructors who need more flex hours are allowed to do activities until the official deadline of June 30th.

Continuing to Credit: The bus tour to the main campus will be held on April 8. Please remind students to attend.

Online Student Evaluation: the district is piloting an online method for students to evaluate their instructors. All full-time faculty and adjuncts are required to participate. The students will receive an email reminding them of the evaluation. In our division, students in Levels 0, 1, 2, and Beginning Conversation will continue to use paper evaluations.

Senate: Paul Mayer shared information about two opportunities for adjunct instructors. There are three At-Large Senate positions available. Anyone interested must have twenty signatures on a petition to nominate himself or herself and the petition is due, April 7, today. The Adjunct will receive \$1000 and the senate meets twice a month for two semesters. Secondly, there is a new Student Equity committee which has seven positions available and at least one should be Noncredit. Paul also informed us that the administration wants online classes to still exist, but they do not want faculty to teach these classes up to the 67% load. They want to reduce the load to 40%.

Guild: No report.