

Noncredit ESL Division Meeting

May 5, 2015 11:00 a.m. (day)
May 7, 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, Edward Bernard, Betty Bond, Marilyn Burghdorf, Harriet Cohen, Caroline DePiro, Romina DerBedrossian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Rocio Fernandez-Presa, Carlos Gozalo, Katherine Grammer, Deborah Henneker, Clairette Ingels, Daniel Janoyan, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Kim MacDonald, Susanna Martirosyan, Wein Qian, Robert Mott, Margaret Richer, Arusyak Sargsyan, Aaron Shryock, Kathryn Son, Dianne Starke, Charlene Worthley, Nune Yeganyan, Patricia Zayas

Evening: Marina Adamian, Araz Aghamalian, Mariam Aintablian, Susanna Aramyan Robert Ballenger, Rodney Borr, Inga Eguizarian, Dana Eusan, Mariam Krawchuk, Anahit Makhmuryan, Katherine Sarian, Esthela Siegrist, Hasmik Tovmasian, Larry Watts, Edgardo Zayas

Guests: Margaret Mansour – Mental Health Counselor

Minutes Approved as Written

Announcements: Deborah Robiglio announced that Armine Mnatsaknayan, our evening office assistant, got her Citizenship after 14 years. Marcia Sibony will host the end-of-the-year party at her home on June 13. Details will follow.

CalWORKs Student Celebration: The CalWORKs event will be held on May 27th, at 12:30. Non CalWORKs students are also invited. Please encourage your students to attend.

Testing and Advisement Sessions for Future Credit Students: The noncredit and credit ESL programs are working together to help students transfer to credit classes. Student Outreach Services is providing testing and advisement for noncredit students at Garfield campus interested in becoming credit students. A credit assessment test is scheduled for May 6 and an advisement session is

scheduled on June 13, 11:00 AM -1:00 PM. Level 5 classes will take the credit assessment test in their classrooms.

Retreat: Megan Ernst spoke about the upcoming Noncredit ESL Division retreat. The retreat will be on June 12, 8:00 AM - 4:00 PM. Jayme Adelson- Goldstein will give a two-hour workshop focusing on student-centered learning. More details will follow.

Verbal assessment: The verbal test will be on June 3rd. Folders for Levels 0, 1, 2, and 3 will be in the office. Please pick them up before the test. There will be instructions, a grading rubric and a feedback form in the folders. Fill out the feedback form after the test so adjustments can be made if necessary. Return the folders to the office immediately after the test.

Enrollment Policy for Conversation Classes: Some conversation classes are scheduled at the same time as our core level classes. If you find out that a student is enrolled in two classes scheduled at the same time, please advise the student that this is not allowed according to our division's policy. Students will need to drop one of the conflicting classes.

CASAS Data: The data we receive from our CASAS entry and exit forms gives us valuable information about our student demographics. The data are used to write reports about our program. It is essential that we have our students fill out the information on these forms correctly.

Retreat with Dr. Viar and Other Administrators: There will be a retreat at the main campus for credit and noncredit ESL faculty. Data will be presented concerning the two programs. It is important that instructors attend, listen carefully to what is presented, provide information about what makes our program different from the credit program, and ask questions.

Senate: Paul Mayer spoke about online instruction that will affect full-timers and not the part-time faculty. He indicated that a senate lecture on the Student Success Support Program is scheduled for May 7th, 12:20 PM - 3:50 PM and the Student Equity Committee needs a noncredit ESL representative if anyone is interested.

Guild: Caroline DePiro reported that one of the instructors submitted a reopener concerning the subbing policy in our division. She indicated that she can report back to the Guild that we already have a policy.