**Noncredit ESL Division Meeting**

March 1, 2016 11:00 a.m. (day)

March 3, 2016 8:15 p.m. (evening)

Garfield Campus: MP203

**AGENDA**

1. Approval of the minutes from November 3, 2015.

2. Announcements/Reminders

* Duplicating/food/overviews
* Certificate ceremony – April 28, 2016 at 11:00 a.m.
* Margaret Mansour – Welcome packets
* Elodia Collins – CCCP
* Fall 2016 teaching requests – due March 9
* New positions – 2 F/T faculty – 2 P/T Office Assistants

3. Division policies

4. Faculty Diversity Internship

5. Professional development - Megan

6. California Assessment Initiative – Tiffany

7. Writing exit exams – keep them this semester (LOs)

8. Senate

9. Guild