**Noncredit ESL Division Meeting**

April 5, 2016 11:00 a.m. (day)

April 7, 2016 8:15 p.m. (evening)

Garfield Campus: MP203

**AGENDA**

1. Approval of the minutes from March 1, 2016.

2. Announcements/Reminders

* Online application for 2 F/T positions closes April 6th
* Citizenship Ceremony – 6:30 p.m. April 21st, MP 103
* Certificate Ceremony – 11:00 a.m. April 28th, MP 103
* Recognition Ceremony – 12:00 p.m. May 5th, Student Center
* ESL Retreat with VPI Michael Ritterbrown
  + May 6th, 9:00 a.m. – 12:00 p.m. Student Center
  + RSVP to Silva by April 27th
* Summer Registration – June 8th – priority/June 9th – open
* Fall Registration – July 28th – priority/July 29th – open

3. Lunch and Learn

4. Professional development

5. Noncredit ESL website – policies

6. SEPs for Noncredit – Deborah Kinley

7. Noncredit ESL certificates update

8. Subbing policy

* Silva – ext. 5033
* Armine – ext. 5691
* Alex – ext. 5099

9. Senate – At-Large adjunct senator

10. Guild