**Noncredit ESL Division Meeting**

April 5, 2016 11:00 a.m. (day)/April 7, 2016 8:15 p.m. (evening)

Garfield Campus: MP203

**MINUTES**

**Present**: Division Chair: Deborah Robiglio

**Full-time Faculty**: Barbara Assadi, Tiffany Ingle, Paul Mayer

**Morning:** Hannah An, Euphronia Awakuni, Betty Bond, Marilyn Burghdorf, Harriet Cohen, Andres Cruz, Caroline DePiro, Romina DerBedrossian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Katherine Grammer, Deborah Henneker, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Jill McDowell, Margaret Richer, Mari Sahakian, Arusyak Sargsyan, Sato Naomi, Valerie Silverio, Kathryn Son, Dennis Van Bremen, Charlene Worthley, Linda Young, Pat Zayas

**Evening:** Marina Adamian, Robert Ballenger, Barrios –Zamora Monica, Edward Bernard, Rodney Borr, Alexandra Christy, Inga Eguizarian, Lauren Foster, Katherine Grammer, Natalie Keshishian, Sandra Limina, Anahit Makhmuryan, Susanna Martirosyan, Paul McGarry, Alfred Romulo, Susan Ryan, Katherine Sarian, Esthela Siegrist, Larry Watts

**Guests:** Deborah Kinley – Associate Dean,Elodia Collins – Academic Counselor, Margaret Mansour- Mental Health Counselor

**Minutes Approved as Written**

**Announcements/Reminders**

**Full-Time Positions:** The two full-time positions for Noncredit ESL will close tomorrow on April 6th.  If you are interested, please apply.

**Citizenship Ceremony- Pat Zayas:** The Citizenship ceremony will be on Thursday, April 21 at 6:30 p.m. in the community room. Abraham Lincoln (portrayed by J.P. Wammack) will be there to talk and take pictures with the students. If you have any students who have become citizens in the last two years, give Pat their names by tomorrow so they can be contacted. The names of the students being honored are sent to Assemblyman Mike Gatto’s office, Senator Carol Lui’s office and Supervisor Michael Antonovich’s office. They in turn will create certificates of recognition to give to the students. The local newspaper will cover the ceremony.

**Certificate Ceremony:** The certificate ceremony will be held on Thursday, April

28 at 11a.m. in the Community Room. The ceremony will be similar to the graduation ceremony on the Main campus. 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.

**Recognition Luncheon:** The recognition luncheon will be Thursday, May 5.

We do not have the names yet to share with you.

**ESL Retreat with VPI Michael Ritterbrown:** The ESL retreat will be held on May 6th, 9:00 a.m. -12:00 p.m. in the student center on the Main Campus. We are going to have a new state mandate placement test that will indicate whether students should be placed in credit or noncredit. It would be helpful if you could be there to discuss this topic with our coworkers in the credit department. Breakfast will be served. Please RSVP to Silva by April 27th.

**Summer Registration:** Priority registration for summer will be on June 8th and open registration June 9th.

**Fall Registration:** Priority registration for fall will be July 28th and open registration July 29th. Dates will be posted on the website.

**Lunch and Learn:** There was a meeting at the Garfield campus organized by Deborah Kinley with the police department last week. At that meeting, we were told that when there is an emergency you can either call 911 directly or call the college police. If you have a medical emergency, please do not hesitate to call 911. When you call campus police, please give detailed information so they can get the appropriate help as quickly as possible.

**Professional Development:** This year we plan to push our noncredit retreat to the fall semester. Therefore, that opportunity for flex will not be available. We have a few other workshops to be held here at Garfield. Lynda.com and New Horizons are other options to earn flex credit. The Staff Development website has the flex manual available for download. May 15th is the due date to submit your flex. If it is submitted by that date, the flex office is required to let you know whether there is a problem with your submission and, if so, you will be given time to correct your submission.

**Noncredit ESL Website- Policies:** Last semester we had some very upset students who did not understand our system. We have all the policies online but, we are also going to post them all over campus to try to avoid any misunderstandings. Please, before the end of semester share this information with your students. We are working on the translations of these policies. Also, we are planning to provide students with a card that has the website address printed on it so they can access all the information that is available. Accreditation is going to begin in the fall so under the *Teachers Resources* tab you can find all the information about our program.

**SEPs for Noncredit- Deborah Kinley:** The Student Success and Support Program was introduced in 2012. As a result of this program, our students need an educational plan. It is our responsibility to help them create this plan. If we have more than 25% of new students who do not have SEP planning, it will affect our funding. The school of Santa Ana did the SEP plan for the students by sending counselors to the classroom. We have not yet finalized what our procedures will be. We will start this program in Fall 2016 and use that year as a training year. We will work all the problems out and begin officially in Fall 2017.

**Noncredit ESL Certificate Updates:** Last fall, we had all of our courses reapproved. Now, we are working on our certificates. The plan is to remove the computer class requirement from the certificate. We believe our intermediate and advanced students do not need the currently required computer class. In fact, our PLO assessments show that the computer class interferes with certificate completion.

**Poster Presentation**: This week we have a poster presentation in our Advanced Conversation class. Please join us between 1:15 and 2:00 in TR 212.

**Senate:** Paul Mayer reported that we are having an election for an At-Large Adjunct Senator. Whoever applies needs to be willing to commit to two monthly meetings. The representative will be compensated for a term of three years. If you would like to run, just nominate yourself and send your biography to Frankie Strong. If you have any questions, please contact Paul.

**Guild:** Caroline DePiro asked members to update their membership information by filling out and turning in the blue membership forms**.** TheBoard of Trustees will be holding their meeting on April 19 at Garfield. Please try to attend because a large presence will let them know of our concerns.