**Noncredit ESL Division Meeting**

September 6, 2016 11:00 a.m. (day) / September 8, 2016 8:15 p.m. (evening)

Garfield Campus: MP203

**MINUTES**

**Present**

**Division Chair**: Deborah Robiglio

**Full-time Faculty**: Barbara Assadi, Megan Ernst, Paul Mayer, Margaret Richer, Naomi Sato

**Morning:** Hannah An, Susanna Aramyan, Janice Atmadja, Euphronia Awakuni, Betty Bond, Marilyn Burghdorf, Harriet Cohen, Andres Cruz, Romina DerBedrossian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Flestado Sharlene, Katherine Grammer, Carlos Gozalo, Deborah Henneker, Daniel Janoyan, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Susanna Martirosyan, Jill McDowell, Carolyn Ng, Robert Mott, Wien Qian, Krista Raimondo, Mari Sahakian, Arusyak Sargsyan, Esthela Siegrist, Kathryn Simpson, Kathryn Son, Ruth Wilson, Charlene Worthley, Loosineh Zadoorian, Pat Zayas, Ed Zayas

**Evening:** Marina Adamian, Mariam Aintablian**,** Robert Ballenger, Monica Barrios –Zamora, Edward Bernard, Rodney Borr, Alexandra Christy, Dana Eusan, Melineh Hambarsumian, Melina Hovsepian, Marine Janvelyan, Natalie Keshishian, Sandra Limina, Anahit Makhmuryan, Asmik Margaryan, Paul Mc Garry, Alfred Romulo, Susan Ryan, Katherine Sarian, Susanna Semerdzhyan, Esthela Siegrist, Hasmik Tovmasian, Dennis Van Bremen, Larry Watts, Nune Yeganyan

**Guests:** Alfred Ramirez–Dean, Deborah Kinley–Associate Dean,Elodia Collins– Academic Counselor, Margaret Mansour- Mental Health Counselor, Kirk Vaughn- Credit ESL, Shelley Aronoff- Garfield Librarian

**May Minutes Approved as Written**

**Announcements/ Reminders**

**New Faculty and Staff:** New full–time faculty members, adjunct instructors and staff were introduced and welcomed.

**Assignments for Winter:** Winter assignments will be sent out next week.

**Accreditation:** This fall, on October 3rd, the accreditation team will visit the campus. Please check the information on our website regarding our division and data related to student demographics. Members of the team may ask questions about our program.

**Waiting Lists:** Please take students off your waiting list in the order that they appear. If you are adding students, please make sure to drop those students that are not attending. Check to ensure that students do not sign the roster for their friends.

**Expansion:** Because we offered afull summer session, the college summer enrollment grew by 55% and overall for the year, the college enrollment increased by 14%. Based on the type of response we had this summer, we might also have a full session next summer. We added six classes in the fall because of the huge demand and they are doing well. Please encourage mature students, who have repeatied for several semesters, to our Older Adult classes.

**Garfield Library:** Shelley Aronoff is our new collection development librarian here at Garfield and we share her with the main campus. She reported that the college has allocated a full–time librarian at Garfield campus for the first time. She will advocate for our library based on the needs of our students. She will be writing grants to obtain resources to serve our students and faculty and will grow our collection of books based on our needs. One of her goals is to increase the number of orientations and visits to the library. She wants to use our newly remodeled library at Garfield to serve our faculty and students.

**Credit ESL:** Kirk Vaughn has worked with our CRESL faculty to provide support and training in the teaching of writing skills. He will be at Garfield this semester and is the liaison between the credit and noncredit ESL programs. He intends to provide flex activities and is interested in knowing what topics instructors would like to cover. He will offer ideas on how to incorporate writing into our curriculum specifically to help the students who want to transfer to the credit program at a later date. The priority registration for credit is early this semester and if students want to be qualified for this early registration they must take the Credit ESL Placement Test by the end of this month. He will visit your class if you would like.

**Professional Development:** Megan reported that the calendar will be ready this week with all the workshops and testing schedules included. She announced that there is funding to send adjunct and full-time faculty to conferences this year. The division will pay for registration, mileage, and meals. November 17–20 is the CATESOL conference in San Diego.

**Certificates:** The computer classrequirementhas been removed from our certificate program and students are no longer required to take that class to earn a certificate.

**CASAS:** Anahit Kusheryan announced that there are new entry forms for the CASAS test and asked that we carefully follow the directions for filling them out. Each student is required to fill out two forms at the end of the semester. If a student drops, it is the teacher’s responsibility to fill out the forms so they can be scanned. We were asked to ensure that all the required information is included.

**Garfield Information:** Alfred Ramirez offered information regarding stipends and reimbursements for those taking the bus to work. He indicated that the administration if still searching for different locations to improve the parking dilemma. He asked the faculty and staff who arrive early to please park in students’ parking. Parking is a citywide problem and the president of Glendale College plans to talk to the nearby hospital to see if an arrangement can be made to share their parking lot. Deborah Kinley introduced two new counselors at the Garfield Campus, Vivian Barrera and Bahareh Beheshti.

**Senate:** Paul Mayer asked for donations for the soon-to-open food pantry at GCC. More information about the pantry can be found at [**www.glendale.edu/foodpantry**](http://www.glendale.edu/foodpantry)

**Guild:** No report.