

Noncredit ESL Division Meeting

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

Morning: Hannah An, Euphronia Awakuni, Betty Bond, Marilyn Burghdorf, Cheng-Cheng Chuah, Harriet Cohen, Caroline DePiro, Romina DerBedrossian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Rocio Fernandez-Presa, Flestado Sharlene, Deborah Henneker, Daniel Janoyan, Annette Kargodorian, Susanna Martirosyan, Jill McDowell, Robert Mott, Wien Qian, Mari Sahakian, Kathryn Son, Charlene Worthley, Pat Zayas, Ed Zayas, Nune Yeganyan

Evening: Marina Adamian, Susanna Aramyan, Monica Barrios–Zamora, Rodney Borr, Alexandra Christy, Dana Eusan, Katherine Grammer, Natalie Keshishian, Anahit Makhmuryan, Paul McGarry, Krista Raimondo, Alfred Romulo, Susan Ryan, Susanna Semerdzhyan, Esthela Siegrist, Hasmik Tovmasian, Larry Watts

Guests: Deborah Kinley–Associate Dean, Vivian Barrera– Academic Counselor

October Minutes Approved as Written

Announcements/Reminders: Spring assignment requests were due Friday, October 28.

Winter Registration: Priority registration will be on December 14 and open registration On December 15.

Spring Registration: Priority registration will be on February 15 and open registration on February 16.

Holiday Party: The Noncredit ESL Holiday Party will be on December 15 and Mari Sahakian will be our hostess. Information will be sent out.

Accreditation update: All your help on the day of accreditation was greatly appreciated. The college received seven commendations and Garfield campus was one of them. It also received some recommendations, including one that indicated that the college needs to disaggregate SLO data related to

subgroups within our student population. Divisions also need to document when SLO assessment data is shared with faculty. Our division already does this. The accreditation report will be ready in January.

Assessment schedule: This semester we are going to administer the writing exam on Wednesday, December 7, the speaking exam on Thursday, December 8 and the grammar exit test on Monday, December 12.

Learning outcomes: As a part of our three-year SLO assessment cycle, we are going to examine our writing exit exam. Please collect all the writing exams along with the rubrics. You will receive a cover sheet together with the paper provided for the exit exam. Use this cover sheet to give input about the writing prompts. This will give us a clearer picture of what we need to improve. Please return all the papers to the office after the test.

Verbal exam updates: Tiffany Ingle and Margaret Richer are going to work on the level 4 and 5 verbal exit exams during spring semester. We will have more updates later.

Placement exam updates: The state's new placement test, which will be the same for credit and noncredit, will be ready in fall 2017.

Level Leaders: We are going to have a level leader for each of our ESL levels to mentor new faculty and identify new resources for each level. Level leaders will work during the summer and winter for pay. Any help and support given during the spring and fall semesters will be a flex opportunity. An email will be sent explaining in more depth what the Level leaders responsibilities will be. Please apply if you are interested. If we have more than one candidate, we will interview for the position. This is not a fixed position and can be changed each year.

Professional Development: Megan announced that we are going to have a Facebook workshop this Friday presented by OTAN. We have many signed-up to attend the CATESOL conference and the Orange county chapter conference is coming up. If you are interested in attending, please let her know. Our winter retreat will be on Friday, February 10, 2017.

Senate: Paul Mayer made the following announcements: The college is changing its learning platform from Moodle to Canvas next semester. If you are interested in joining in a low-cost textbook task force, please apply. There are two grants available, Partnership for Excellence for \$2500, and the Student Equity grant for \$5000. The Student Equity grant is for projects and can be used for conferences. The Senate holiday party is on December 5. There is a fee of \$10 for the lunch. The Distinguished Faculty Award winner, Darren Leaver, will

be speaking on November 29 in Kreider Hall. The Food Pantry has raffle tickets for sale. The raffle will be held on November 21. You can also participate in an annual gift payroll deduction for the food pantry. It is tax deductible and Paul will provide you with a form to fill out. The Pantry has over 100 participating students and a food pantry may be soon opened at Garfield.

Garfield Information update: Deborah Kinley reported that the career center was remodeled during the summer and Jesse Holm, who is our DSPS counselor, has her office there. We have also welcomed two new academic counselors. We are working with many community-based partners including the Verdugo Job Center which has a representative that comes once a week on Wednesdays and the Glendale Youth Alliance that focuses on assisting 18 to 24 year old individuals desiring to find a job. We have also had conversations with Ascencia, an organization that helps the homeless in Glendale, the International Students of LA organization which works with immigrants, and the Department of Rehab. We are going to have a career fair during the spring semester to focus on specific industries. The counselors are also going to work on student education plans (SEPs) because our funding for 2018-2019 is dependent on the number of students that have educational plans in place.

Guild: Caroline DePiro announced that negotiations are still ongoing for adjunct office hours.