

Noncredit ESL Division Meeting

April 4, 2017 11:00 a.m. (day) April 6, 2017 8:15 p.m. (evening)
Garfield Campus: MP203

MINUTES

Present

Division Chair: Deborah Robiglio

Full-time Faculty: Barbara Assadi, Tiffany Ingle, Margaret Richer, Naomi Sato

Morning: An Hannah, Araz Aghamalian, Mariam Aintablian, Susanna Aramyan, Bette Bond, Marilyn Burghdorf, Harriet Cohen, Andres Cruz, Caroline DePiro, Ida Der Hovanessian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Katherine Grammer, Deborah Henneker, Annette Kargodorian, Armineh Khanbabian, Ewa Lichwa, Jill McDowell, Robert Mott, Wei Qian, Mari Sahakian, Arusyak Sargsyan, Valerie Silverio, Kathryn Son, Charlene Worthley, Pat Zayas, Ed Zayas, Nune Yeganyan

Evening: Marina Adamian, Robert Ballenger, Monica Barrios –Zamora, Edward Bernard, Rodney Borr, Romina Der Bedrossian ,Katherine Grammer, Carlos Gozalo, Melina Hovsepian, Natalie Keshishian, Anahit Makhmuryan, Asmik Margaryan, Susanna Martirosyan, Paul McGarry, Alfred Romulo, Susan Ryan, Katherine Sarian, Esthela Siegrist, Hasmik Tovmasian, Larry Watts

Guests: Dr. Alfred Ramirez –Administrative Dean, Elodia Collins, Mohammad Taghdis– Academic Counselors, Margaret Mansour- Mental Health Counselor, Shelley Aronoff- Librarian

March Minutes Approved as Written

Announcements/ Reminders:

Requests for student information: If you have any person entering your classroom from federal or state agencies and asking information about an individual student, please do not share any information and refer them to the president's office.

Certificate Ceremony: This year we have many people who are receiving certificates. For this reason, we are going to have two ceremonies. 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. The certificate ceremony will be held on Thursday, April 27 at 9:30 in the community room for those receiving beginning certificates and 11 a.m. for those receiving intermediate and advanced ESL certificates. The actual certificates for the beginning ESL students will be given to the instructors to distribute to students following the ceremony.

Flex: Flex is due on May 15th. If you have any questions, please check the flex manual on the college website.

Assignment requests for Fall 2017: Fall 2017 assignment requests will be sent out next week.

Office hours for faculty: In fall 2017, we are going to have office hours for adjunct faculty. Paul Vera will come and give a presentation regarding how and where to hold the office hours after spring break. Space is an issue for us. As a result, you are welcome to use your classroom after class. We are also planning to make an office available in TR 200. Your office hours should be listed in your course overviews for fall 2017.

Group exercise class: After spring break we are going to have group exercise classes here at Garfield. These classes will be on Tuesdays 4:00-5:00 and Thursdays 12:20-1:20 in MP 103.

Attendance: Please update your attendance by the end of each week.

NCESL computer lab: Since the last meeting with Michel Ritterbrown, we had another meeting regarding a new computer lab. The architect indicated that we need to go through the DSA for an extra level of review. This will delay any action being taken. If you would like to use the lab after 8:00p.m., please sign up on the schedule on Ali's door.

Summer 2017: We are going to give the students the opportunity to take the exit exam and move forward a level. It's the student's choice to make the commitment. They should have 90% attendance in order to take the test. We need to have a consistent policy for all students. You can choose your text book but we highly recommend you to use a different text book during the summer. We received a new series of Stand Out that you can examine in the division office.

Guided Pathways: GCC is preparing for the implementation of a guided pathways model starting in the fall. This model is primarily based on research from the Community College Research Center. It maps out visual and concrete pathways for students to achieve their academic or vocational goals.

Writing exit exams: Tiffany compiled all the assessment data from the writing assessments from fall 2016 and discovered that we all have very different ideas on how to improve the writing exam. She is going to schedule meetings where we can explore ideas about writing instruction and where we can create new prompts for the future. Thursday, April 6th we will have an introduction to Canvas meeting from 4:30-5:45. You will be shown how to move your course materials from Moodle to Canvas.

Senate: The Academic Senate has two at-large positions available. We are nominating Paul Mayer for one of those positions. He will need twenty signatures in order for him to be placed on the ballot. If you would like to support him, please sign the petition.

Guild: Harriet Cohen encouraged anyone needing flex to watch the movie screening, "The Other Side of the Home". She also encouraged us to vote and fill out the reopener ballot. It is necessary to put a notation (A, B, C, and D) next to every single reopener to be considered. The number 11 reopener is regarding part timers. It asks the Guild to negotiate merging part-timers office hours with their regular teaching hours. This would have a positive effect on their retirement. The pay is 3.3 hours for everyone teaching 14 hours. It is now a requirement that all part-timers have a storage area that can be locked. Negotiations are ongoing about rehire rights.