**Noncredit ESL Division Meeting**

**Fall 2017**

Tuesday, September 5 at 11:00 a.m.

Thursday, September 7 at 8:15 p.m.

Garfield Campus, MP 203

**AGENDA**

1. Approval of the minutes (May 2 and 4)

2. Professional development (Tiffany Ingle)

3. Announcements

File cabinets and fall cleanup in Tropico

Changes in faculty and staff

Copier/resource room

Food pantry (Paul Mayer)

4. Reminders

Attendance (online and paper)

Adding and dropping students

Course overviews (include office hour info)

Cell phones

CASAS & El Civics

Library (contact Shelley at saronoff@glendale.edu)

5. Office hours (Harriet Cohen)

6. Ongoing challenges

Computer lab

Parking

Registration

7. Senate update –Margaret Richer

8. Guild update - Harriet Cohen

GCC Guild meetings at Garfield, MP 103.

Tuesday, September 26, 12:00 - 1:30 and 4:15 - 5:45