**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