**Noncredit ESL Division Meeting**

November 7, 2017 11:00 a.m. (day) November 9, 2017 8:15 p.m. (evening)

Garfield Campus: MP203

**MINUTES**

**Present**

**Division Chair**: Megan Ernst

**Full-time Faculty**: Barbara Assadi, Tiffany Ingle, Paul Mayer, Margaret Richer, Deborah Robiglio, Naomi Sato

**Morning:** Hannah An**,** Araz Aghamalian, Susanna Aramyan, Euphronia Awakuni, Bette Bond, Marilyn Burghdorf, Harriet Cohen, Andres Cruz, Cheng-Cheng Chuah, Caroline DePiro, Ida Der Hovanessian, Karen Deukmejian, Karin Drummond, Edwin Fallahi, Rocio Fernandez-Presa, Deborah Henneker, Daniel Janoyan, Annette Kargodorian, Ewa Lichwa, Robert Mott, Sara Sadeghilar, Mari Sahakian, Arusyak Sargsyan, Robert Seaborne, Valerie Silverio, Kathryn Simpson, Kathryn Son, Ruth Wilson, Charlene Worthley, Nune Yeganyan, Pat Zayas, Ed Zayas

**Evening:** Marina Adamian, Robert Ballenger, Monica Barrios –Zamora, Edward Bernard, Rodney Borr, Dana Eusan, Katherine Grammer, Carlos Gozalo, Melineh Hambarsumian, Melina Hovsepian, Natalie Keshishian, Sandra Limina, Anahit Makhmuryan, Susanna Martirosyan, Krista Raimondo, Ricardo Sandoval, Susan Ryan, Susanna Semerdzhyan, Esthela Siegrist, Dilorom Solieva, Dennis Van Bremen, Larry Watts, Linda Young

**Guests:** Elodia Collins– Academic Counselor, Margaret Mansour- Mental Health Counselor, Shelley Aronoff- Garfield Librarian

**September Minutes Approved as Written**

**Announcements:**

**Facilities upgrades:** Thanks to the voters of Glendale, Measure G was approved. There is money for remodeling and new furniture for all TR classrooms. During the winter intersession, we will have a demo room for teachers to inspect and give their feedback about the furniture that will be purchased. The administration also has plans for a large parking lot.

**Thanksgiving break:** GUSD has the entire week off. Please make accommodations for students who have children and cannot attend class.

**Division holiday party:** An email will be sent out and you will be asked to vote on a date for the Holiday party.

**Winter and spring assignments:** Winter assignments will be sent out tomorrow and spring assignment requests will be sent out today.

**Class start and end times:** A reminder concerning class start and end times: We give 10 minutes of break time for every hour of class time, but we combine the break times to avoid disruption to instruction. If you are teaching a 3.5 hour class, you should give 35 minutes of break-time total. If you give the students a 20-minute break during class, you can end the class 15 minutes early. ***Please do not dismiss your class any earlier than 15 minutes before its official end time.*** 8:30 a.m. classes should dismiss no earlier than 11:45, 6:00 p.m. classes should dismiss no earlier than 9:15, etc.

**Copier & duplicating:** Try to send your copies to duplicating and use other options to avoid making too many copies. Our copier has seen better days.

**Update from Shelley Aronoff, Garfield librarian:** The library is rolling out a new initiative called “Book of the Day”. It is an opt-in email list to highlight one new book in the library collection. The library started this three years ago and there was a tremendous respond, 80% of the books were checked out by people who signed up. Please consider opting in. We would like the faculty and staff to know what we have in our book collection.

**Update from the Level Leader coordinator (Margaret Richer)**: Level leaders are working on the resource page. They have put together numerous activities and instructional ideas that you can use immediately. Some are divided into categories such as general resources, program resources, and program review. The rest are separated by levels. You can access the page in Share Point. This is a work in progress so if you find any errors, or if you have any suggestions, please let Margaret know.

**Update form the assessment coordinator (Tiffany Ingle)**: Our placement test is old and doesn’t place students as accurately as we would like. We have been waiting for the California Assessment Initiative to create a new placement test, but the Chancellor’s office has decided to drop that program and work on a new placement system with multiple measures. As a result, we have had to work on improving our own placement test. All of our placement questions were entered in Canvas along with some supplementary questions and now Canvas is capable of generating randomized tests any time that we want. We need to have these tests approved and that will take almost a year. In the future, we will probably use computerized testing, which will reduce the level of cheating and aid in the approval process. We are going to start using the new placement test this winter.

Our writing retreat will be on Friday February 9,9:00-4:00. You have an option of getting paid or receiving flex credit. We are going to create new prompts and rubrics writing. Starting in the spring, teachers will not show the prompts before the test.

On December 5, we are going to have a professional development program and would like you to bring some reflections about your semester experience. These reflections could include grammar, writing or verbal topics or could include a specific struggle that you have had. We want to work together to plan for our future semesters.

**Testing, forms, and promotions:** Please talk to your students about your expectations for December testing. Remind them that there is no make-up for the exit exam. Also, please make sure that they are familiar with the practice verbal test questions, grammar list, and scoring guides. When you are giving tests and writing recommendation forms, remember that our assessment and grading system should be uniform across the division. Do not promote students to the next level if they are not ready.

**Senate (Margaret Richer):**  Academic Senate makes recommendations about grading, program development, professional development and other issues relating to academics. There is an opportunity to become a distance educator, by taking the @one professional development course. It costs 65$ to get the 40 hours of training that certifies you as a distance educator. You will also increase your education step by 1.25. Please consider donating to your academic senate. The money you donate will go toward scholarships, distinguish faculty awards, holiday luncheons and recognition luncheons.

**Guild (Harriet Cohen):**  Look for information concerning office hours and long-term subbing coming soon. If you would like to apply for a higher academic rank, the deadline is December. November 20 is the deadline for any spring reopeners for negotiations.