

Fall 2010 Welcome Back Meeting

August 26, 8:30 – 10 PM / August 27, 10:00 – 11:30 AM

Minutes

1. Welcome Back:

a. Introductions/ Announcements

Amy Chu is returning from maternity leave after a semester away for the birth of her son.

David Cooke is coming back after having been in Texas for two years.

Christina (Lowe)Yanuarria is pregnant.

Liza Becker has now completed all her course work and defense for her dissertation.

Her dissertation was on the transition of non-credit students into credit.

b. ESL Scholarship Update

The bottle/can recycling program is working well with the new blue bins in the classrooms.

The drink and snack sales continue in the evenings in 66-109.

The scholarship funds are building and are “ahead of schedule” according to Sherry Chinn.

2. News & Updates (Liza)

a. ESL Program & Continuing Ed Division:

- Accomplishments in Review: Handout highlights just some of the goals and accomplishments of ESL and LLC programs from 2008-2010.
- ESL Outcomes Retreat: Basic Skills will support our second annual all-day retreat in February to review & align curriculum with program SLGs, review SLOs, and Measurable Objectives. Instructors who have developed appropriate material to share are encouraged to present.
- Division Handbook: Instructors should refer to the Handbook for procedures and guidelines of operation.
- Program-level Certificates: Will continue to assign certificates. In addition, we may be reporting to the Chancellor’s Office for tracking students who transition from noncredit ESL to credit and degree completion.
- Noncredit WASC Self-Study: All faculty and staff will become involved in some way with the Self-Study process.

b. Mt. SAC: ACCJC Accreditation

Mt. SAC has an accreditation visit October 25-28 this fall as a culmination to the huge self-study report. The self-study report is available online and has ESL referenced in several areas of the document.

c. Statewide Updates: Noncredit Task Force & “SP”

Liza reported that ESL and other Continuing Education classes may be adding a new indicator of progress "P/NP" and will pilot “SP”.

P = Pass

NP = No Pass

SP = Satisfactory Progress

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ESL faculty in-service will be our forum to review and come up with a consensus of criteria for defining the terms with the context of Mt. SAC's ESL program.

d. **Housekeeping:** Facilities & Maintenance

Liza thanked John Pellitteri and Bertha Rodriguez for adding a note in the Good News newsletter encouraging students to keep the courtyard and building areas clean especially from cigarette butts and gum.

3. Matriculation & Student Support (Deejay)

a. Registration Updates: Student Transfers, Student Conduct Procedures

- Thanks to all instructors for continuing to submit the weekly class counts and posting their attendance hours in a timely manner
 - Positive attendance issues: Luminus does not support Safari and Chrome (error messages arise when using either of these browsers). Firefox and IE are the preferred/supported browsers.
 - Waiting List/Banner 8: We will soon be pilot testing the activation of Banner accounts with groups of ESL students in an effort to streamline the waiting list process.
- ESL CAP Test: Since the start of the semester over 200 students have taken the ESL placement test (55% tested into beginning levels, 17% tested into intermediate levels, and 28% tested into advanced levels)
- Class Changes: Students can begin requesting instructor changes on Monday August 30th
- Level Changes: Any students approaching the registration counter to request a level change will be deferred back to their classes and encouraged to address the matter with the instructor for further assessment.
- Student Conduct Issues: Division Handbook addresses how to deal with student conduct issues on pages 73 & 88. It is important to document specific dates/times of incidents as they occur. Contact Counselors (John/Michael), Deejay, or Liza if additional support is needed to address conduct issue.

4. Instructional Services (Margaret)

a. ***Give Me 20 FIG***

Margaret reported on a successful extensive reading program in which Abdel Belblidia, Zena Sekimoto, Jamie Ray, and Gay Prasad all participated. We asked students to “give us 20 minutes a day” in reading time. Summer students came to the ESL library, checked out books, kept records on a bookmark, took weekly quizzes, and received certificates. The campus Basic Skills Initiative funds paid for instructor hours for this past summer. However, those funds are now depleted and ESL Department funds may be used for a repeat of this program in the winter session.

b. **New Materials & Resources**

- Level 4 EL Civics project – Going Green

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- *That's Life* and *Life Goes On* for Pre-1, Level 1, Level 2, and Level 3 classes
- Book Club books available in the ESL library for student checkout

c. ESL Outcomes Team Report (Janna/Dana)

Dana and Janna presented a summary of the Student Learning Outcomes results for spring and summer 2010. [See handout.] They also briefly reviewed which classes are testing for SLOs this semester. They distribute information to each instructor involved in the testing at the beginning of the semester. If anyone has questions regarding our department student learning outcomes for classes, please feel free to ask either of them. They are continuing to review and revise the current SLO assessments.

5. Other:

a. CATESOL L.A. Regional (9/11 @ CSUF)

Margaret announced that the online registration deadline for the local regional CATESOL Conference is August 30th. The ESL Department will reimburse for the membership Registration cost if a conference and travel request form is provided to Liza before the Conference. Remember to keep a receipt and your badge to provide as evidence of attendance.

b. Miscellaneous Items

ESL is hosting a book fair for faculty on September 8th and 9th with Heinle Cengage in the Instructional Support Office.