

Arts & Letters Division

ESL Department Meeting
Thursday, May 12, 2011
Bldg, 2700 – Room 2751, 3:30 p.m.

UNADOPTED MINUTES

Present:

Craven, Julie

Contreras, Rosa (Adjunct)

Clarkson, John (Adjunct)

Howell, Kevin

Guzman, Manuel

Martini, Don

Pastrana, Leticia

Ponce, Josefina

Rice, Sydney

Simpson, Scott

I. Call to Order

Brian McNeece called the meeting to order at 3:35 p.m.

II. Approval of Minutes

The minutes for Tuesday, November 30, 2010 and Wednesday, March 30, 2011 were approved as presented. *M/S/C K.Howell/J.Ponce*

III. Fall Schedule

Brian stated that he met with Kathy Berry, VP for Academic Services and further class sections were cut. He presented the revised 'googledocs' form. He asked that faculty visit the link provided and make their final selection of classes. The remainder of the classes will be assigned to adjunct.

IV. Syllabi

Brian reported that as of today there continues to be outstanding syllabi. He requested that syllabi be submitted on time. Leticia Pastrana stated that she submitted her syllabi multiple times to the extended campus, Sara Hernandez, and Grace Espinoza. Brian stated that he was not aware of this situation but would follow up with Sara and Grace. Julie stated that some classes are short term classes and therefore start late.

V. Efollet – Book Orders

Brian reminded faculty that book orders are now due. He asked that information be forwarded to Sara Hernandez or Grace Espinoza. Brian also clarified that staff would not be ordering desk copies. Instructors are responsible for ordering their own desk copies.

VI. Committees Needed

Brian commented that there is a need to reinstitute committees. He gave brief descriptions of the committees and encouraged active participation from instructors.

a. Curriculum Review Committee

This committee would review current course outlines of record and review (1) in and out of class assignments, (2) student learning outcomes and (3) textbooks of record. These cannot be more than five years old unless there is a justifiable reason.

b. Placement Questions

This committee would review current class enrollment and advice on student placement. Discussion ensued over the legality of issues related to open class enrollment for students and placement.

c. Student Learning Outcomes

The cycle assessment for SLO's is quickly approaching. May 27 will mark the deadline for SLO assessment. Leticia encouraged faculty to come on campus on June 9 and work as a group to complete SLO assessments. The majority of faculty in attendance was in favor of this concept.

VII. ESL Festival RIP

The ESL Festival for Spring 2011 was cancelled. Several issues ensued (1) lack of space *no room was available only the amphitheatre area* (2) need for volunteers. Brian asked if faculty would be interested in offering the ESL Festival next Spring. If so a timeline needed to be created to ensure that all facets of this event were covered. Room availability would be discussed with Instruction. The rooms used in the past were 2751 and 2734 however they are currently being used as classrooms.

VIII. Accreditation help

Brian stated that a group has been formed to work on Standard IIA. He encouraged faculty to give feedback on the document. The working copy for Standard IIA is in the repository in the dropbox. The deadline for the rough draft is July 1, 2011.

IX. Mentoring/Evaluation of Adjuncts

Brian encouraged faculty to evaluate adjuncts. He stated that compensation is available. Brian also stated that this would be a good venue to see if mentoring was needed.

X. Status of Extended Campus

Brian presented a PowerPoint presentation the Dean's have been working on. This PowerPoint presentation has a grid that showed the various schematics such as utilization of rooms, student population, success and retention rates as well as comparison of usage by main and extended campuses.

A lengthy discussion ensued over room utilization, budget scenarios, and feasibility. Brian encouraged ESL faculty to actively participate and attend Board Meetings. He stated that their concerns should be addressed to the Board of Trustees.

XI. Next Meeting

No further meetings for the 2010-2011 academic year are scheduled. ESL faculty will be meeting June 9th to work on SLO's.

XII. Adjourn

The regular ESL Department meeting adjourned at 5:00 p.m.