



Present:	John Clarkson	Alex Garza	Diane Harris
	Elizabeth Kemp	Leticia Pastrana	Josefina Ponce
	Sydney Rice (Chair)	Ed Scheuerell	
Absent:	Julie Craven (On sabbatical)		
Visitors:			
Recorder:	Maria Sell		

I. Call to order

- The ESL Department meeting was called to order at 1:02 PM by Sydney Rice, ESL Department Chair

II. Approval of Minutes from 09/28/16

- The minutes dated September 28, 2016 were reviewed
 - M/S/C Clarkson/Ponce approved as presented

III. Reports

1. Academic Senate – Diane

- Diane stated that Mary Lofgren went to Area D meeting where resolution regarding OEI dual enrollment was discussed and will begin at IVC in fall 2017. IVC will lose funding if we do not have classes in OEI but there are currently two in pilot program.
- Student Equity called for proposals for faculty projects with an October 30 deadline.

2. ESL Club – Diane

- Diane stated that there are currently 12 members and they will be hosting a Halloween carnival on Monday.

3. Student Success – Alex

- Alex stated that the new form was discussed.
- Budget and proposals will be discussed at the Student Equity meeting.

4. Essay Writing Contest - Lety

- Lety stated that two winners were chosen and a poster was displayed at the Hispanic Heritage Festival. Students received gift cards.
- The contest should be held each year.

5. IEPI Grant – Sydney

a. Basic Skills

- The proposal that was submitted is not what was originally submitted.

- IEPI wants IBEST model to be used.
- There is a push from the CTE program to convert ESL into non-credit.

b. Enrollment Management

- A team was created for enrollment management.
- Sydney is on the Dual Enrollment Team and would like to propose to add ESL 008 or 009.

IV. Upcoming Events

1. CATESOL

- Faculty is asked to fill out travel request and submit to Toni along with mileage sheet before CATESOL conference.

2. Resolution in Academic Senate

- The attached new resolution was discussed. It will be presented at the next Academic Senate meeting.

V. Schedules

a. Fall 2017 Schedule – Class Picks

- The fall 2017 schedule will be ready soon for faculty class selections.

VI. Burlington English

- Sydney asked faculty if part-time faculty should continue using Burlington or if they should go back to using textbooks. The consensus was that Northstar is better but Burlington may be good as supplemental material.

VII. Book Orders

- Sydney asked if faculty have submitted their book orders and with few exceptions, they have.

VIII. SLOs

a. Transfer to Canvas?

- SLO file currently on Blackboard must be transferred to Canvas. Elizabeth volunteered to do so.

IX. Course Development

a. Non-Credit/CTE/Academic

- Non-credit curriculum will be developed during winter for Child Care program that our students can attend.
- CTE fast track classes will be developed in conjunction with the Office Technology program with the help of Angie Ruiz.

X. Other

- A Financial Aid representative may come to next meeting to do a presentation on how financial aid affects our students.

XI. Adjournment

- The meeting was adjourned at 1:48 p.m.