

Spring Semester 2013
ESL Department Meeting
Flex Day, January 25th, 2013
Rm. N3-401

Agenda (*Meeting notes in italics 1/25/13*)

Attending: Kara, Marsha, Pamela, Julaine, Myo, John, Lora, Kathy, Joan, Britta, Sharon Rachel

1. Introductions / Recognitions

Lora recognized Kathy for her help w/ Program review

2. Updates on Enrollment and Efficiency

Enrollment soft throughout the college. Lora has been monitoring classes, and canceled 7 classes: 3 by part-timers, 4 by full-timers (fewer than 11 students) Added three new classes for those that had long wait lists. Probably won't have to cancel any more.

Efficiency is low, so, instructors with waitlisted students are encouraged to add who they can. If students can't be taken try to direct them to open sections (look for what is specific to the time frame – whatever appropriate class is open) or the class. The following sections are in need of students.

3. Added Sections: ESL 930LC, ESL 950G and ESL 970RW, ESL 970G

4. Please advertise the following classes especially in need of more students:

ESL 930GW #23731	TTH 10:55-1:15pm	MT-06
ESL 930LS #23735	MW 4:30-6:50pm	MT-10
ESL 940CC #25711	W 7:00-10:10pm	N1-401
ESL 960LS #23778	TTh 7:45-9:10am	E2-301
ESL 970RW #29295	10:55-1:25pm	N1-405

The following courses could also need some help:

ESL 950G #29295	MW 5:25-6:50pm	MT-08
ESL 950G #23761	MW 7:45-9:10am	E3-401
ESL 970AM #25712	ONLINE	E2-401 Orientation 1/26

5. Book Orders

Britta disappointed that her book, which needs a special book, was not ordered in time. Please tell Lora if you have had problems with book.

6. Fall Rollover *Lora has only five days to turn in the schedule, so please submit your availability preferences right away.*

FTers: please submit schedule requests

PTers: please submit availability times and days

Also, if you have special room requests for FA2013, let me know.

7. MOU's for students who received placements from the COMPASS assessment that were too high (before the score adjustments in Nov.) *We are still using the MOU for students who took the placement test before the department made provisional revisions to Compass scores. If you give an add code and it doesn't work, direct the students to counseling, where they may or may not get an MOU, depending on their situation.*

8. Census Dates *Check your dates MyPortal/Faculty Class Information/Faculty Class Submittals/Dates to Complete Census Rosters*

9. Course syllabi

Please save according to this pattern

ESL930LC 26606 High Beg. List. And Culture Henderson SP 2013 *and submit to Lora in PDF form.*

10. Level leaders

We agreed that full-timers would take on "level-leading" tasks such as: Coordinate course materials (including book orders), teaching-learning activities, assessments, student outcomes, monitor syllabi and generally encourage collaboration.

We are working on who should lead which and how many.

11. SLO's: Kathy

Deadline of March 8th for submitting SLO Assessment evidence

12. ACE Negotiations (Discussed at Division Meeting)

13. Reorganization of ESL Program – *agendize to next meeting*

14. Revision of ESL courses not revised in the past five years – *agendize to next meeting? Need to assign courses, determine deadline.*

Meetings first and third; Next meetings 2/5 and 2/19 2:00 to 3:30 PM