

El Camino College Humanities Division
ESL Meeting Minutes
November 18, 2014

In attendance:

Degnan, Kevin

Geraghty, Elise

Herschenhorn, Suzanne

Lew, Tom

Llado, Nitza

Loya, Rebecca

Mochidome, Debbie

Uyemura, Evelyn

1. ANNOUNCEMENTS

1.1 Humanities Division Holiday Party: Elise announced that the division's holiday party will be on December 5, from 5:00 – 7:00 p.m. at Sammy's in El Segundo.

1.2 Grade Forecasting: Elise reminded the faculty that even though they have submitted their grade forecasts, they can and should update forecasts if appropriate.

1.3 Evaluations Due: Elise explained that the Self Evaluation Report form she sent in an email is the correct form to use, not the old form that attached to evaluation packets.

1.4 New Program Review Training: Elise announced that there will be upcoming training meetings on the new way to do program review. She said that she knows that the ESL department's program review is not for three more years, but it's not a bad idea to be prepared. She suggested Rebecca and Matt to attend the training.

2. SLOs and PLOs

2.1 Faculty confirmed the following appointments for the fall 2014 SLO assessments:

- 51A: Herschenhorn
- 51B: Llado & Herschenhorn
- 51C: Uyemura
- 52A: Mochidome , Loya, Currey
- 52B: Hendricks, Bauer, Mochidome, Llado, and Otsuji.
- 52C: Currey

2.2 Elise confirmed with the faculty they have received the following SLO forms: 1. cover sheet, 2. Individual forms, and 3. SLO data sheet. She explained how to fill out the forms and what to turn in to the office after the results are gathered. Kevin stated that the assessment results and data should be entered in TrackDat as soon as possible or before the second week of the spring semester. Faculty can email him for assistance.

2.3 Suzanne had questions about working on SLO assessments with Compton faculty. Elise stated that it is beneficial for both the ECC faculty and Compton faculty to help and work on the same SLOs together; however, this is not required and SLO assessment reports should be written separately.

2.4 Faculty discussed the current PLOs:

1. Upon completion of the credit ESL program, students will have the listening and speaking skills to successfully complete English 1A.
2. Upon completion of the credit ESL program, students will have the reading skills to successfully complete English 1A.
3. Upon completion of the credit ESL program, students will have the writing skills to successfully complete English 1A.

2.5 There was discussion of the current PLOs. Elise suggested that the department begin assessing PLOs with #3, the writing skills PLO. She explained that research can be requested by IR to help track ESL students progress through the ESL program's writing series and, subsequently, how they do in 1A. Elise suggested that Nancy head the assessment report when the data comes in. This is because she is the lead for ESL 53C. Evelyn offered to help her with the report.

3. ESL CONSISTENCY PROJECT

- 3.1 Textbook List: Elise presented a chart she has created, listing suggested textbooks for each ESL class. She explained that this new list was needed as the one kept by Charlotte is too unwieldy and not helpful for new teachers. Also, this new list has up-to-date texts. This is important since the COR needs to have textbook that are no older than five years.
- 3.2 Teaching of ESL 53C: Elise confirmed with the faculty that they have agreed to teach either 53C or 1A at least once a year, and even better, once per semester. Some teachers questioned the scheduling, and Tom explained that scheduling is very difficult. He realizes that scheduling is a challenge but with the current availability of facilities, there is nothing that can be done about changing the scheduling at this time.
- 3.3 1A and 53C Letter: Elise and the rest of the faculty agreed that the letter written by 1A faculty is put together very well and is a good way to direct new teachers, or teachers who haven't taught the class in a long time, on how to go about structuring the class, the assignments, etc. Evelyn has written a similar letter for 53C. This letter will be sent out to all teachers teaching 53C next semester.