

ESL Department Minutes

10/11/22

In Attendance: A. Carr, E. Geraghty, M. Kline, R. Loya, D. Mochidome, J. Simon, E. Uyemura
S. Atoofi, L. Dellapasqua
D. Breckheimer, S. Kushigemachi, H. Wada

General Business:

- Evaluations
 - Hybrid sections – when evaluating, visit in person class and view Canvas
 - Get in touch – Student surveys opened last weekend. While waiting for survey results, touch base with your evaluator/evaluate.
- Writing Center ESL Corner
 - Two WC tutors trained and doing well. Some non-ESL students are joining the Conversation Corner. By having non-ESL students, helps the ESL students.
 - Debbie suggested ESL instructors holding some office hours, especially in the afternoon, in the WC.
- Counseling:
 - LCJ Counseling Drop-in – Fall 2022 in Humanities 121E:
Mondays 10:00am-11:00am Maribel
Tuesdays 3:00pm-4:00pm Rocio
Wednesdays 1:00pm-2:15pm Sabra
 - Students who are not part of a special program can request a counseling appointment using [Counseling Appointment Request form](#) – we encourage students to meet with a counselor early and in advance of registration period:
 - Winter 2023 priority registration begins Monday, November 21st
 - Spring 2023 priority registration begins Monday, December 5th
- Senate

9/20 meeting recap, memo sent out Wednesday, 10/5.

 - We discussed the formation of the student success committee. You can consult the academic senate notes to see the second draft of committee membership.
 - We reviewed the requirements for academic senators and have agreed that senators should sit on at least one other campus wide committee as a Senate Rep.
 - Update on the prospect of a campus-wide syllabus: Ed Policy committee is creating a syllabus policy which will come to senate for two readings later this semester. The goal is to have it out and ready by winter. There are certain things that must be in a syllabus and while the suggested syllabus statements remain optional, "the official syllabus policy" will hopefully increase adherence to the minimum requirements (e.g. contact information, SLOs, grading policy). This will go through consultation so there will be opportunities for feedback as discussions move forward.
 - The respiratory care program was granted conditional approval to offer bachelor's degrees! Woohoo!
- Noncredit
 - Noncredit program moving under Crystle Martin. Humanities will push to stay engaged and involved with NESL to help the program grow.

Department Business:

- Spring Schedule
 - Deb is building a lean ESL schedule for spring '23 with the hope of adding more sections as we get closer to start of spring. Deb is trying to her best to accommodate preferences.

- Fall SLOs submitted in Spring '23
 - 51A/NESL SLOs 1-4 Uyemura
 - 51B/NESL SLOs 1-4 Mochidome
 - 51C/NESL SLOs 1-4 Geraghty
 - 52A/NESL SLOs 1-4 Loya
 - 52B/NESL SLO 5 Loya, Mochidome
 - 52C/NESL SLO 5 Carr
 - NESL 03D Nitchen

- Program Review Matt
 - Matt went over the new template and is asking for help to fill out the Program Review form. New template is easier to fill out and submit. Go to IR for data.
 - Dedicate time at next meeting to discuss Program Review?

NEXT ESL DEPARTMENT MEETING NOVEMBER 8TH!!