

## ESL Department Meeting

December 4, 2018

### In Attendance:

Breckheimer, Debra	Kline, Matt	Mochidome, Debbie
Carr, Allison	Loya, Rebecca	Simon, Jenny
Hernandez, Maribel	Mattern, Mora	Uyemura, Evelyn

### School Business:

- SRC Training / Deaf and hard of hearing students  
Deb asked that everyone please complete the SRC Training videos/modules. Allison said that when she tried to access the modules that the links were not working. Deb said to contact Pamela Jones if there were any problems. It is requested that faculty view the training module before the end of the semester.

### SLOs:

- Mora asked that faculty let her know if there are any problems with the SLO forms. Evelyn told her that she had started to use the forms and that they looked fine.
- Debbie asked what she should do about putting comments in the SLO report for ESL 51A since she is not the instructor who is teaching the course. Deb told her to contact Grace Shibata to request comments on the SLO assessment results.
- Allison and Evelyn confirmed that the SLO PLO will be due week 3 of spring 2019 semester and that further instructions will be given at that time.

### Department Business:

- Deb requested that faculty straighten up their offices before they leave for winter break.
- Please get all grades in on time, including copies to Charlotte. Grades are due seven days after the last class meeting.
- Evaluations:
  - Charlotte needs one copy of everything: all evaluation reports, grades, attendance, syllabi, and self-evaluation report
  - Peer evaluators need the self-evaluation report and syllabi

- Managers need all evaluation reports
- Evaluatees must bring attendance and grade records to peer conferences; evaluators must check these.
- Evaluators must ask for all major essay assignments; these will help answer all evaluation questions concerning conforming to the CORs.
- Deb asked that instructors who teach 1A makes sure that the essay word count of approximately 6,000 is met. This is equal to about 4 or 5 drafted essays and an in-class essay.
- Deb announced that ESL winter enrollment is very low; classes need to be filled at least 50% for them to be kept.
- AB 705 as it relates to ESL: As Deb sees it, ECC's ESL program meets the standards provided by the California Community College Chancellor's Office Guidelines for AB705 ESL Program requirements.

**Thank you:** Deb thanked everyone for their gift contributions, working hard, and being collegial.