

ESL Department Meeting on December 5, 2019

In Attendance:

Carr, Allison	Kushigemachi, Scott	Simon, Jenny
Geraghty, Elise	Loya, Rebecca	Uyemura, Evelyn
Kline, Matt	Mochidome, Debbie	

Announcements:

- Scott reminded everyone about the final grade process. He sent out a recent email with directions. Instructors are to email their grades and attendance to @rosters.edu and attach a scanned copy of the clearance sheet. Alternatively, the documents can be submitted to Charlotte and she will upload and email them. If using Canvas, follow the instructions given in Pete Marcoux's email.

ESL Course Challenge Procedure

- As agreed on at the last department meeting, "In the event that an ESL student wants to skip a course, he or she should fill out the proper form, indicate the reason for the challenge, and, if necessary, either provide documentation showing their competence and/or take a short assessment that will be looked over by two instructors."

SLO Data Collection E-mail Forthcoming

- Mora will be sending out an email to those who are responsible for inputting the SLO reports at the beginning of the Spring semester. SLO tally sheets have been slotted in mailboxes, and instructors are to submit the completed forms with results to the office. As a reminder, the following are heading the designated SLO assessments:

ESL 02D – Matt

ESL 03D – Matt

ESL 51A – Evelyn (A part-timer is teaching the one section this semester.)

ESL 51B – Allison and Elise

ESL 51C – Evelyn

ESL 52A – Rebecca

ESL 52B – Debbie (SLOs 1 – 4)

ESL 52C – Matt

ENGL 1A/1AS Registration

- As per an email sent out by Scott, Allison's 1A/1AS section for Spring has been locked and can only be accessed for registration by Jelena Savina. This is being done in order for the class to be comprised of ESL students. Previously, the class has been populated by either a mix of American and ESL students or mostly American students.

Non-Credit Updates

- All ESL sections will have mirrored corresponding non-credit sections in the Spring. All of the mirrored sections did not make it on the printed schedule; however, they will soon be published on the online schedule as soon as they have been created. Evelyn asked if it would be possible to place the mirrored section number next to its corresponding section in the schedule because currently, the sections are all printed separately, and this looks like there are many different classes.
- In addition to the above-mentioned mirrored classes, there will be additional non-credit courses offered in Spring: ESL 03D (Reading and Writing), TTH 6:30 – 9:00pm; ESL 02D (Listening and Grammar), MW 6:30 – 9:00pm; and 8-week sections, Monday through Thursday, 12:30 – 3:00pm. In Winter session, Eng 06 – a preparation course in Machine and Construction terminology -- will be offered to prepare for a Spring South Bay Adult School vocational courses Machine Tool Technology and Construction Technology. This Winter course will be offered Monday through Thursday from 8:00 – 10:00 am and be on ECC campus. Matt will write up a short description of the course for instructors to announce to their ESL classes.
- The CASAS/Registration Process was explained by Jelena Savina at the last ESL meeting and can be found in the November 14, 2019 meeting minutes.

Process of Choosing Future Semester Schedules

- Matt requested that the process of choosing faculty schedules be reverted to the way the ESL department faculty chose their schedules before, which was to give the course offerings to the person at the top of the priority list and then pass the list along down the list until all have chosen their schedule.