

ESL Department Meeting – March 8, 2018

In Attendance

Debbie Mochidome	Evelyn Uyemura	Nitza Llado
Rebecca Loya	Matt Kline	Debra Breckheimer
Kevin Degnan	Jenny Simon	Jelena Savina

Announcements

- Lockdown/Shelter-in-place drill - Thursday, 3/15, 9:40 to 9:50 a.m. and 7:10 to 7:20 p.m. Information has been passed out about the drill. Discussion was made on what to do during an event of an active shooting. Some suggestions were to hide in the corner away from the door; to keep the door locked and propped open with the trashcan so that the door can be shut easily by pushing the trash can; and, to push heavy desks or other pieces of furniture against the door.
- Campus Climate Survey
Random classes will be picked to take the survey. The survey should take approximately twenty minutes.
- Service Dogs (and miniature horses)

Students who are accompanied by service or support dogs do not have to be associated with the SRC, but instructors should speak with the student to see in what way the dog is being of use. El Camino is currently working on a proper way to establish a policy on this.
- Grades for Participation and Attendance
Instructors are not permitted to give points or grades for participation and/or attendance.

SLOs

- Kevin asked for volunteers to lead the semester's SLO assessments for the 53 series. Evelyn will be the lead for 53A, Rebecca will be the lead for 53B, and Jenny will be the lead for 53C.

Curriculum

- Non-Credit Offerings/Update on Certificates
Matt stated that the 02 and 03 courses that are primarily offered at ECC Compton can lead to a certificate, which would lead to more FTES. In November, 2015, this certificate was approved by the CCC. In January, 2017, it was approved by the Board of Trustees. Right now it is in queue for the Chancellor's office approval, as some items still need to be submitted.

Program Review

- This year, the department, headed by Allison and Matt, will conduct its program review. Matt asked for input on the student survey.

- **Mirrored Course**
Matt asked instructors how students who are enrolled in their mirrored classes are doing. Rebecca said the students are doing well in her class and seem appreciative of being able to take the classes for free. Evelyn also said the students are doing fine and are blending in with the other students; however, she has a full class, and after adding students to the cap, she found herself with a very big class with the addition of the “special auditing” students. Debra suggested that if mirrored classes are offered in the future, that the cap levels for those particular classes can be adjusted so that teachers will not have an overload of students. Jelena asked if the mirrored courses were going to be offered in the summer or fall so that she can announce this to the new students at orientation. Matt and Debra agreed that there would not be offerings in summer, but it wasn’t known whether there would be in fall. Matt said that the evening class that is being taught in Inglewood would be offered in the fall although that schedule hasn’t been made yet.
- **Scheduling, Evelyn and Debra**
Evelyn asked if Debra could check on the status of Allison’s position in the scheduling rotation because she feels that Allison is continuously being left at the bottom. There could possibly be a connection to when Allison switched over from the English department.
- **English 1A Supplement Course**
Debra asked faculty for their input about having a one-hour supplement course for English 1A ESL students.
- **BSI Funds**
Debra said that there are Basic Skills Initiative available for the ESL department to use for a variety of activities. She proposed hiring an ESL tutor to be either stations in the Writing Center, the RSC, or the Foreign Language Lab.
- **Certificate of Accomplishment for Enhanced Course**
Matt explained that there are two kinds of certificates: a certificate of competency and a certificate of completion. Enhanced courses would lead to a certificate of competency, and if courses are enhanced, we could get more FTES from the state. Matt is currently taking Construction Technology and Medical Terminology so that ESL courses can be made that would help students with these classes.
- **Meeting with ISP**
Matt and Jelena will be meeting with Lindsey Ludwig and Amy Herrschaft of the International Student Program on March 22nd from 12:00 – 1:00.