

ESL MEETING MINUTES
May 31, 2018

In Attendance

Carr, Allison
Kline, Matt
Llado, Nitza

Loya, Rebecca
Mochidome, Debbie
Simon, Jenny

Uyemura, Evelyn

Summer Courses

Matt announced, for Deb, that faculty should keep an eye on their summer enrollment. Low-enrolled classes are likely to be cut.

Fall Non-Credit Courses

- Matt announced that there will be three non-credit ESL courses offered in the fall:

Course: *ESL 03D Reading and Writing*, section 6726
Days/times: Mondays/Wednesday 6:30 PM- 9:00 PM
Campus: El Camino College

Course: *ESL for Construction*, section 6727
Days/times: Mondays/Wednesday 4:00 PM- 5:30 PM
Campus: El Camino College

Course: *ESL 02D Conversation and Grammar*, section 6725
Days/times: Mondays/Wednesday 6:00 PM- 8:30 PM
Campus: Inglewood Adult School

Program Review

- Matt and Allison thanked everyone for contributing first drafts to the Program Review. Also, Matt mentioned that the draft was emailed to everyone and that everyone is welcome to view, comment, add, or edit the document during the summer.
- Matt suggested that the department use the time during the Fall Flex Day meeting to look over the Program Review draft.
- Debbie suggested that everyone make “prioritized suggestions” in their individual sections to save Allison and Matt time. Faculty agreed that the top priorities are: 1) Facilities and Technology (my section – yeah!); 2) Staffing: hire a new full-time instructor (my section, too – yea!); and 3) Reviving the ESL evening program/bring back evening testing at the Assessment Center.

Other Announcements and Concerns

- Faculty requested, if possible, that the Humanities staff create and post schedules for each classroom that show which teachers are teaching at which days and times. This could be posted inside of the teacher’s station door.