

**Arts, Letters & Learning Services
ESL Department Meeting
Wednesday, September 5, 2012
3:15 p.m. – 4:15 p.m.
Building 2700, Room 2751**

Adopted Minutes

Present: Leticia Pastrana, ESL Department Chair
Julie Craven
Scott Simpson
Don Martini
Josefina Ponce
Kseniya Gregory
Diane Harris
Ed Scheuerell
Alex Garza
Sydney Rice

The ESL Department meeting was called to order at 3:20 p.m. by Leticia Pastrana, ESL Department Chair.

1. Approval of Minutes

M/S/C K. Gregory/J. Ponce to approve the minutes of August 22, 2012 with correction. ESL Department meetings will be scheduled for one hour only.

2. Census Rosters

- This week is census. The census rosters are due; however, they have not yet been placed in the faculty mailboxes. Admissions & Records is working on disseminating the rosters today.
- If any student needs to move sections, this is the last week that students will be allowed to change or add a class.
- As soon as you obtain your census roster make the necessary adjustments and submit them.

3. Native Speaking Students in ESL

Leticia Pastrana provided the following update:

- Working with James Patterson, English Department Chair and Norma Nunez in Assessment in obtaining data to see the magnitude of the number of native speaking students that are being misplaced in ESL classes.
- Norma Nunez informed Leticia that the problem lies in native speaking students getting sent to English, the English instructors complain and then send them to ESL.
- According to Dr. Patterson, native speaking students should be enrolled in English 08. James will speak to the English instructors to clarify the issue.
- For this semester only, if an ESL instructor feels that a student should not be in their class they can request the student to retake the Accuplacer. The Assessment Office will

be conducting a retest without cost to the student and without the student providing transcripts, or going through all the hoops to retest. However, the student may score the same low score once they retake the test and be in the same situation until they show improvement throughout the semester to retest once again.

- Another issue is whether the Accuplacer really works to place students accordingly.

The following was discussed regarding native speaking DSPS students:

- Diane Harris stated that in addition to the native speaker issue there is the DSPS disruptive student issue.
- Leticia encouraged ESL instructors to utilize and enforce the disruptive student policy and contact Sergio Lopez and the Counselor as well. She stated that it only takes one student to change the dynamics of the class.
- Encouraged faculty in the ESL Department to document such disruptive behavior which is basically a poor attitude. Documentation is imperative in order to build a case to present to DSPS and Kathy Berry.
- Last semester Ed Scheuerell experienced an unpleasant situation with a student who informed Ed that he was violent and to ask students not to pick on him or he would go crazy. Ed contacted Tim Nakamura of Security to inform him of the issue and his response was to please inform him if something happened.
- Leticia is open to suggestions on how to deal with the native speaking DSPS disruptive students.
- Ed Scheuerell stated concern about providing reasonable accommodations for reading and comprehension. The student needs to be able to read and comprehend in order to take the exam administered.
- Leticia will be attending a Counseling meeting to clarify the issue.

4. ESL Program Possible Future Directions

- ESL makes up 11% of the College's 3012 FTES. IVC is behind 300 FTES. Met 97%. In Spring 2012, IVC was to reach 3600 yet only 3100 FTES were reached.
- This Fall the FTES goal was lowered to 3100 but only reached 2900. IVC must make up 500 in addition to 300 from the Spring.
- Ample Summer Session should have been offered. Only one session in Summer will be offered. Unaware of which classes.
- If ballot measures in November do not pass there will be other issues. IVC will definitely be in crisis.
- FCMAT is geared towards the 30 class cap.
- Possible suggestions for ESL Program Possible Future Direction –
 - Pairing with vocational classes – Auto Tech or Administration of Justice.
 - Create a Bridge Class with a pathway to English 101.
 - Merge 1 & 2, offer lower level ESL Grammar classes.
 - Proactive in adopting and accommodating.
 - ESL not yet being told program is being eliminated.
 - Misperception that ESL is not effective since the program takes two years to learn the language.
 - The following individuals will research the different institutions as follows;
Julie Craven – Santa Ana
Diane Harris – Mira Costa

Alex Garza – Southwest

Individuals will research and provide information at the next ESL SLO/PLO meeting.

5. Part-Time Faculty Syllabi

- So much misinformation.
- Discrepancy with syllabi one in particular is 11 pages long.
- Course Outline – Same set of skills as listed on course outline.
- Sydney suggests formulating a master syllabus to be adopted by the part-time faculty.

6. Checklist for Part-Time Faculty To Use

- Leticia suggests cranking out a checklist for part-time faculty to utilize.
- Must ensure the consistency of the ESL program and lend support to the part-time faculty.

7. Reading Classes – Scheduling and Common Final

- MTWT classes Level 3 are full and working beautifully.
- According to Kathy Berry, more 5 unit classes M/W/F – magical hour grid to be scheduled accordingly.
- ESL 23 – Common Final generated by Sydney and Leticia. Suggestion made to review common final and adopt it or revise to adopt. Possible common final to be developed for ESL 24 and ESL 25.

8. Other

- There are student complaints regarding one instructor teaching all Reading classes. Nothing is stipulated in the contract that states this can not happen; however, this will be a department issue to be voted on. Leticia asked for a vote or inquired if the ESL Department wanted to defer voting to the next meeting. Majority voted to defer voting until the next department meeting.
- Leticia will be sending out a survey monkey this coming week to gauge a yes or no vote and assess by percentage.

9. Adjournment

The meeting was adjourned at 4:15 p.m.