Arts & Letters Division

ESL Department Meeting
Tuesday, November 8, 2011
Room 2751 - 3:45PM

UNADOPTED MINUTES

PRESENT

Beatriz Alvarado	Kevin Howell	Josefina Ponce
Ed Scheuerell	Julie Craven	Kseniya Gregory
Don Martini	Scott Simpson	Diane Harris
Alex Garza		

ABSENT

Sydney Rice	Leticia Pastrana	Brian McNeece

I. CALL TO ORDER
The regular ESL Department Meeting was called to order at 3:55pm by department chair, Kseniya Gregory.

II. APPROVAL OF MINUTES
The minutes of October 11, 2011 were approved as presented.
(MSC – K. Gregory/J. Ponce)

III. SLO Reports
Kseniya told the division that assessment tools are due and she asked everyone to send her at least one by next Friday.

SLO's have to be added to course outlines before the end of the semester. Kseniya would like to have at least one SLO assessment tool for each course.

Josefina and Ed will work on ESL 002 this Thursday. Alex and Kseniya are working on ESL 011. Julie and Sydney are working on ESL 015. Don and Diane are working together on ESL 004. Scott is working on ESL 013 for which three SLO's have been developed.

Alex and Kseniya are working on ESL 001.

Alex asked when they had to have the data analyzed and Kseniya said sometime in the spring semester.

IV. SCOPE AND SEQUENCE GRID

Please see attached grid for results of discussion, also, Kseniya asked Julie and Diane to review last three pages of the scope and sequence chart and give them to her by the end of November.

V. ONE-UNIT COURSES

Kseniya said that we need to modify our lab class, ESL 010.

VI. ACTION ITEMS

MSC - D. Harris/J. Ponce to approve the inactivation of ESL 031, ESL 032, ESL 033, ESL 034, ESL 035, ESL 036, ESL 043, ESL 044, ESL 045, ESL 051, ESL 052, ESL 053, ESL 054, ESL 055, ESL 060, ESL 061, ESL 062, ESL 063, ESL 064, ESL 65, ESL 066, ESL 067, ESL 068, ESL 069 for no more than 3 years; change the content and unit value of ESL 010, effective 2012-2013 Academic Year.

VII. ADJOURNMENT

The meeting was adjourned at 5:05pm