

**ESL Department Meeting  
Wednesday, August 22, 2012  
Room 2751 3:15 p.m. – 5:00 p.m.**

**Adopted Minutes**

**Present:** Leticia Pastrana, ESL Department Chair  
Don Martini  
Ed Scheuerell  
Beatriz Alvarado, Counseling Liaison  
Scott Simpson  
Josefina Ponce  
Kseniya Gregory  
Sydney Rice  
Alejandro Garza  
Diane Harris

**Not Present:** Julie Craven

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

**1. Add/Drop and Late Registration Rules**

After census students will not be able to add a class. Please make certain every student in your class is on the census roster. It will not be necessary to drop students after census.

**2. Department Meetings (Frequency, time and place)**

Discussion followed regarding what day and time would be convenient for most. It was determined that ESL Department meetings will be scheduled once a month. Leticia wrote the two options on the white board and those present voted on the following options:

**Option A:** 1<sup>st</sup> Wednesday of the month Department meeting  
3<sup>rd</sup> & 4<sup>th</sup> Tuesday of the month SLO/PLO scheduled meetings

**Option B:** 1<sup>st</sup> Tuesday of the month Department meeting  
3<sup>rd</sup> & 4<sup>th</sup> Wednesday of the month SLO/PLO scheduled meetings

The options were voted on and the result was a 4 to 4 tie. Leticia's vote for Option A broke the tie resulting in a 5 to 4 final vote in favor of Option A. ESL Department meetings will be scheduled every 1<sup>st</sup> Wednesday of the month at 3:15 p.m. to 5:00 p.m. starting Wednesday, September 6, 2012. Several faculty members stated that the meeting should last only one hour, from 3:15 to 4:15. SLO/PLO will take place every 3<sup>rd</sup> and 4<sup>th</sup> Tuesday of the month starting Tuesday, August 28, 2012. It was requested that once a meeting location is established, Toni Gamboa, Administrative Secretary send out a calendar reminder to all present.

Leticia stated that all voting items must be placed on the agenda. ESL full-time faculty must send Leticia an email stating their vote prior to the scheduled meeting if they want their vote to be considered.

### **3. SLO Meetings – 2 Hours a Month**

According to Sydney Rice, SLO Coordinator by contract there is a 10 hour a month requirement to work on SLOs.

Since this is an Accreditation year, Leticia stated that the requirement is that faculty is required to meet to have authentic discussion and participation regarding SLOs/PLOs. At each scheduled SLO meeting each full-time faculty will take turns in preparing minutes since Toni will not be joining ESL during SLO meetings. The minutes will then be posted online. Groups will take notes and submit them to Leticia who will collect them.

Scott Simpson expressed his concern in the meetings being all stacked on Wednesday. Scott wants to be involved and participate but feels it unfair that he has to inconveniently stay on campus for hours to attend these required meetings. Leticia stated that unfortunately, since ESL classes are scheduled for 5 hour blocks, ESL was unable to honor the College Hour and must meet after 3:00 p.m. when ESL classes end.

According to Sydney, this requirement has been instituted for this semester in order to prepare and have all SLOs completed for Accreditation. Next semester SLOs will be re-assessed to see how many have been completed and depending on the numbers a one hour may be implemented. However, considering that statewide ESL is on the chopping block it is important to come together to come out of this smelling like a rose.

### **4. SLOs Schedule – We have until week 5 to turn in SLO's from Spring. PLO's by October 19<sup>th</sup>**

Need to finish up all SLOs for Spring. A new method of submission of SLOs is being implemented this semester. All ESL SLOs must be completed sent to Leticia who will collect them, mark them off the list and submit them directly to Sydney. Last semester there was a problem with drop box so in order to eliminate losing SLOs this new method of submission will be followed. Also, there has been a change in the deadline so you will no longer have until week 5 to turn in SLOs for Spring. According to Sydney, all SLOs for Fall 2012 will be due on December 10, 2012.

Additionally, there is another issue to address. Last year, Kseniya Gregory former ESL Department Chair did too much work last year regarding SLOs for numerous classes. There are 24 ESL classes offered so this year each ESL full-time faculty will be the lead for two to three classes off the list. Leticia will like some consistency with the SLOs. For instance, if Alex Garza is going to do SLO 1 that he complete it for the 3 year cycle which we are in year 2. Even if he doesn't teach ESL 01 he would still be in charge of coordinating with those instructors making sure that the class is assessed and then turning in the assessment for ESL 01, 02, 03, 04 and 05. Keep the same people for the 3 year cycle for this year and next year as well. The list would stay the same except for Kevin Howell who is no longer here and add the classes which are currently being offered.

Leticia introduced Toni Gamboa who will be working with ESL taking care of book orders and learning all kinds of new processes since she is new to this position as is Leticia. Please be patient with her. She is now located in Grace Espinoza's former office.

Diane Harris stated that she has not received any information for ESL 014 for any of the adjunct faculty.

Leticia encouraged ESL faculty to sign up to be the lead for up to three classes. There will be an opportunity to choose courses at the SLO meeting which will be held on the 4<sup>th</sup> Tuesday, August 28<sup>th</sup> at 3:15 p.m. The location will be determined at a later time.

**5. Spring Schedule (Online or regular meeting)**

Leticia inquired if the ESL faculty would like to pick classes online or meet to do so. Unanimously, ESL would like to meet.

**6. One-credit courses**

There are a total of 18 one unit classes which ESL is no longer offering. However, there are still SLOs, assessment and out of class assignments which need to be updated. These classes will be addressed at the SLO meeting. Each group will be assigned four of the classes to update.

**7. Electronic version of syllabi**

Please send a copy of your syllabi electronically to Toni with a cc to Sara Hernandez by next Tuesday. Additionally, please submit your office hours. A color office hour schedule or grid will be generated and posted outside your office. Office hours should be 4 hours spread throughout 4 days with a 30 minute minimum. As Department Chair, Leticia will be checking all ESL syllabi to ensure that the pertinent information such as SLOs, Course Outline of Record etc. are noted accordingly.

**8. Blackboard**

There is now an option to utilize Blackboard rather than drop box since it continues to blow up. It is rather easy to logon to Blackboard since it utilizes your email logon information. Leticia has created a course for ESL information. The tricky part will be to learn how to add items to the course folder. Perhaps some training could take place during one of ESL's meetings. Leticia would like to have one repository with a lot of information like drop box but now migrated to Blackboard. A show of hands as to how many ESL faculty had attended the Blackboard training determined that almost all faculty had attended.

**9. FCMAT – Academic Review Feedback**

FCMAT is utilizing the academic review Leticia sent out to ESL faculty to gauge how ESL is doing. The College is experiencing a major budget crisis. The FTES have been under what they should be. Last year we did not reach our goal of 3600 but met only 3100. The State funded 3600 FTES so the gap needs to be made up. This year, this semester the goal is 3100 but presently we are at 2900 FTES. If these FTES are not met the State will take away the monies and permanently reduce the money allocation to the College. Hopefully, there will be

some leverage to offer a larger ESL program during the Summer. The ballot measure in November if not passed will cause IVC to lose 2 million dollars.

FCMAT is the team that comes in when the State takes over a Community College. IVC contacted FCMAT to come in to make recommendations prior to taking over. FCMAT will compile academic program review findings and prepare a list of recommendations which should be available in December. FCMAT assures that it will not be a nice list and that there will be numerous cuts.

One thing FCMAT hammered on was productivity. In order to get the most out of instructors to students since faculty make up 90% of the budget, classes must have at least a 30 cap but a 35 cap would be better. Short of firing instructors, raising class quotas at least to a 30 cap such as the laboratory class would be something to consider.

**10. Academic Senate Representative**

The ESL Department does not have to worry about an Academic Senate representative. Since May 2012, the Academic Senate voted to not have an ESL representative on the Academic Senate.

**11. Accreditation Self-Study – Standard II – Due in October**

The standard is actually Standard IV A. CART Committee wrote the self study. Leticia is replacing Kseniya on CART. All Instructional Council members have to be on the CART Committee. If interested on being on the CART committee, there are break off committees which work on certain standards. CART meets on Thursdays.

**12. Pearson MyLab/Focus on Grammar Presentation**

Most part-time faculty has moved to the new Focus on Grammar so Cambria/Pearson Representative has offered to come and make a presentation on the new books. ESL faculty consented to attend the presentation in late September.

Just to be clear, Leticia informed the ESL faculty present that each one should personally order their own desk copies from whichever company they order books from. Toni and Sara will not be ordering desk copies for faculty. Especially with the Focus on Grammar books since a new addition is being utilized there are no extra copies in the office. In fact, there are five part-time instructors who still do not have a textbook.

**13. Other**

- **Part-time evaluations** – Kseniya has given Leticia the list. There are 5 part-time faculty who need to be evaluated this Fall. If interested, you can get paid 3 hours. Diane Harris is available to evaluate anytime on Fridays. Sydney also volunteered. As well as Scott who can evaluate 1 or 2 after Wednesday's meeting.
- Leticia will speak to Norma Nunez on Friday regarding Accuplacer and placement of native speakers.

**14. Adjournment**

The ESL Department meeting adjourned at 4:10 p.m.