

# Arts & Letters Division

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**ESL Department Meeting**  
**Wednesday, March 30, 2011**  
**Bldg, 2700 – Room 2751, 3:30 p.m.**

## **ADOPTED MINUTES**

### **Present:**

Julie Craven	Diane Harris	Kevin Howell	Josefina Ponce
Don Martini	Scott Simpson	Brian McNeece	

### **Not Present:**

Sydney Rice	Leticia Pastrana	Ed Scheuerell
Kseniya Kareva	Alex Garza	Manuel Guzman

#### **1. Call to Order**

Dean Brian McNeece called the meeting to order at 3:35 p.m.

#### **2. Approval of Minutes**

The minutes of November 30, 2010 were moved as an agenda item for the next meeting.

#### **3. SLOs reports: What will be done this semester? (Brian McNeece)**

##### **a. Reminders about purpose of SLOs and forms to fill out**

Brian reminded faculty of the importance of SLO's and gave a brief presentation on filling out the forms. He stated that the goal is to have all SLOs in the appropriate format next year. Fall 2012 is the target date for assessment of SLOs and proficiency.

#### **4. Comprehensive Program Review was submitted by Kseniya March 11, 2011. (Brian McNeece) Comments from Brian and others (see link <http://tinyurl.com/4g2mwpn> to review CPR) (Brian McNeece)**

Brian encouraged faculty to visit the link listed above to review the current Comprehensive Program Review which was submitted by Kseniya this month. The CPR was reviewed online as part of the meeting. Comment was made in regards to the data and SLOs provided.

#### **5. Summer School – Counselors plus Kathy have recommended cutting all ESL from Summer School. (Brian McNeece)**

As of today, ESL is not scheduled for Summer 2011. Brian is currently working on pipeline data that may support the need for ESL courses. Dr. Ed Gould stated in a recent email that current emphasis statewide is on transfer and success rates. These two areas generate the greatest returns on taxpayer's dollars. IVC's ESL program has a 31% completion rate which is one of the lowest in the state.

Dialogue occurred as to what schools IVC was compared to, unemployment rates, transfer rates, and success rates. Brian commented that IVC has one of the highest persistence rates.

**6. Fall schedule (Brian McNeece)**

Brian commented that the Fall schedule shows a 21 unit maximum cap for faculty. However, he was open to the idea of restarting the selection process if there was discontent over the current selection.

He also stated that Gaylla Finnell has spoken to him in regards to the 21 units' maximum selection process. Brian clarified that at this time there are three scenarios being discussed: 21 unit maximum, 10% decrease in FTEs and a 16% decrease in FTEs. He is currently working on data related to this request and will be meeting with John Lau tomorrow to discuss the different scenarios. More information to be relayed as it becomes available.

**7. BSI Update: funding for 2011(Brian McNeece)**

Brian commented that during the last Basic Skills meeting they were informed that there is money for travel.

**8. The Future of ESL at IVC (Brian McNeece)**

**a. Cuts**

Question arose as to whether the ESL program is looking at cuts this next year and if full-time faculty would be laid off. Brian stated that at this time the only cuts being discussed were primarily adjuncts. The ESL Department has the largest adjunct population at IVC.

Kevin Howell asked if there was a difference between overload pay and adjunct salaries. Brian reiterated by stating that the pay for both overload and adjunct is \$55.

**b. Transition to CTE support**

Community Colleges will see proportionate cuts throughout the state. IVC hopes to receive support from Career Technical Education (CTE) in the form of grants. Categorical funds are locked at the 2009-2010 levels; SB 70 CTE programs added \$20 million this year.

**9. Mentoring/Evaluation of adjuncts (Brian McNeece)**

Brian encouraged faculty to evaluate adjuncts. If anyone is interested in completing evaluations, Brian is able to provide training on "evaluation process and procedures." Compensation is also available for those who wish to conduct evaluations.

**10. Schedule Next Meeting (Brian McNeece)**

Discussion ensued over the best date and time for the next department meeting. Those present agreed that Thursday afternoons would be adequate.

**11. Adjourn**

The meeting adjourned at 4:45 p.m. The next ESL Department Meeting will be held on Thursday, April 21, 2011 at 3:30 p.m. in room 2751.