

Arts & Letters Division

English As A Second Language (ESL)

Friday, August 20, 2010

Building 2700, 3:30 p.m.

DISCUSSION NOTES

PRESENT

Camillo, Elvia (secretary)	Howell, Kevin	Rice, Sydney
Craven, Julie	Kareva, Kseniya (chair)	Pastrana, Leticia
Garcia, Alejandro	Martini, Donald	Ponce, Josefina
Harris, Diane	Mercado, Lourdes (counselor)	Scheuerell, Ed
		Simpson, Scott

I. **SLO Schedule (Kseniya Kareva)**

Welcomed everyone back to another school year and reviewed the SLO schedule with those present. She presented ISLO1 and stated that the first SLO will be assessed this fall. ISLO2 is scheduled for Spring 2011.

Kseniya stated that she met with ,Toni Pfister, the SLO coordinator to address the purpose and time frame for assessing SLOs. Toni stated that only one SLO is assessed per year for a period of three years. The exception is 1 credit classes. SLOs are created based on the number of units a class has, therefore, a one unit class has only one SLO. These are assessed yearly.

Sydney Rice asked if it was appropriate to put the SLOs on the syllabus. Kseniya reiterated by stating that all the SLOs for that class could be put on the syllabus but only one should be assessed and reported by the end of the term.

II. **SLOs Assessment Tools (Kseniya Kareva)**

It was stated that there needs to be a tool to assess the SLOs in class. There is a need to assess students based on the SLO for a specific term, however, at this time further discussion and participation is required. This item will be discussed in the near future.

III. **Spring schedule (on-line vs. traditional) (Kseniya Kareva)**

Kseniya asked those present if they would like to continue selecting classes via the on-line method or the traditional face-to-face method. The group was in consensus that the on-line selection process was adequate.

IV. Department Meetings (frequency, time, place) (Kseniya Kareva)

Kseniya opened up the floor for discussion on departmental meetings. She stated that last year there were too many and the previous year too few meetings. It was decided that meetings would occur only once a month on a Wednesday at 3:30 p.m. This would provide sufficient time for those teaching in the extended campus to drive to the main campus.

V. Reading classes (Spring) (Kseniya Kareva)

Discussion arose over the need for reading classes in Spring 2011. Prior to beginning the discussion Kseniya informed faculty that there would be no winter intersession for the 2010-2011 academic year. The reading classes that are most popular are conversation and pronunciation while the need for verb review and tense review classes are most needed.

VI. One-credit courses (Kseniya Kareva)

It was discussed that one-credit classes are needed in at the extended campus. Scott Simpson asked who would be assigned to teach these classes during the day. He is able to teach 6 classes but this would require Kathy Berry's approval. Sydney Rice interjected that there is a greater need for reading classes. Discussion ensued over time frames and block classes.

VII. Electronic version of syllabi (Kseniya Kareva)

Kseniya requested that faculty submit ESL syllabi electronically to both Elvia and herself. She also asked that the syllabi include SLOs.

VIII. Student Orientation (Kseniya Kareva)

A brief discussion ensued over the purpose and manner in which we provide student orientation. Kseniya stated that there was talk about emailing a handout which would mention all the programs at IVC including ESL.

IX. Other (Kseniya Kareva)

a. Evaluation of Adjuncts

Discussion has begun over the need to evaluate adjuncts. Evaluations will be based on both syllabus and course outline information. Further information will be provided as it becomes available.

b. Office Hours/Spring 2011 Schedules

Kseniya informed faculty that schedules need to be submitted to the reception office in a timely manner. At this time there continues to be discussion over the number of office hours a faculty must provide. Negotiations continue to be underway; therefore, the five hour requirement will be utilized until further notice is given.

Class schedules for Spring 2011 are due by September 9th. Kseniya encouraged staff to talk to students about their educational goals and program enrollment.

c. Professional Development Workshops (Kseniya Kareva)

There will be professional development workshops this spring. Kseniya asked for feedback and faculty stated that they felt that the Counseling 100 class was inappropriate for the language level of ESL students. They recommended that a 1 or 1.5 hour workshop be created specifically for ESL students. She encouraged faculty to mention it to their students, get feedback, and recommend that students attend an ESL workshop, if and when it becomes available.

d. Survey (Kseniya Kareva)

The survey sent by the dean indicated that a common final was appropriate since it would provide consistency. Kseniya indicated that there would be further discussion and encouraged that everyone keep their eyes opened and their ears in-tuned as further discussion is made and they search for alternatives.

e. Textbooks (Kseniya Kareva)

Kseniya requested that faculty email her a list of all textbooks used for one credit classes. She stated that keeping an accurate list will eliminate disparities in teaching these courses.