

Arts & Letters Division

**ESL Department Meeting
Wednesday, October 27, 2010
Bldg. 2700 – Room 2751, 3:30 p.m.**

Present:

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| Alvarado, Beatriz (Counselor) | Martini, Donald | Rice, Sydney |
| Craven, Julie | Mercado, Lourdes (Counselor) | Simpson, Scott |
| Howell, Kevin | Pastrana, Leticia | Kareva, Kseniya (chair) |
| Ponce, Josefina | | |

Absent:

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| Garza, Alex | Scheuerell, Ed |
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ADOPTED MINUTES

I. Call to Order

The ESL Department meeting was called to order by Kseniya Kareva at 3:35 p.m.

II. Approval of Minutes

The minutes for Wednesday, October 7, 2010 were approved as presented.
M/S/C L.Pastrana/S.Rice

III. Equivalence Procedures (K.Kareva)

Kseniya stated that MaryJo Wainwright recommends that two ESL faculty review equivalency applications for both full-time and part-time faculty. There are currently four applications to be reviewed. The ESL Department faculty agrees that applications should be screened by rotation and seniority.

Kseniya encouraged faculty to review equivalency requirements. Should any questions arise regarding equivalency MaryJo Wainwright should be contacted. One important item to review is the applicant's transcript. Coursework cannot substitute credentials. She also stressed the need to add 'notes' and report findings.

IV. Language Institute (S.Rice)

The funds for the Language Institute are expected in March 2011. This grant is earmarked \$200,000.

Kseniya and Sydney shared the following details with faculty:

1. This program will be similar to a bridge program.
2. The courses will incorporate preexisting Office Technology courses to ESL curriculum.
3. Money will be allocated for one year and will be categorically funded.
4. The program will run for three semesters Summer 2011, Fall 2011, and Spring 2012.
5. One full-time instructor will be hired.

6. One part-time counselor (4 to 5 hours weekly)
7. Room 10 in the Calexico Extended Campus will be designated for this program.
8. Two cohorts of 15 students each will participate. Candidates will be ESL 005 students or above and attend morning/afternoon classes.
9. CASAS software will be used since IVC already owns a license.
10. Internship classes will be held on Friday's.
11. Wireless infrastructure will be improved with ATLAS grant funds. Students will have access to a wireless router and laptops.

V. New Class Proposal (J.Craven)

Julie stated that she does not feel that the current class structure covers the time needed to cover important elements that should be taught in ESL. She recommends that the current class enrollment be reduced to 25 and the units increased from 1.0 to 1.5 units.

Leticia Pastrana requested that adjunct follow the course outline of record. Discussion ensued over instituting a common syllabi, final and homework schedule for adjunct.

VI. Verb Review and Conversation Courses (K.Kareva)

Prerequisites for verb review and conversation courses were discussed. Faculty provided examples of how prerequisites can be used to determine correct placement of ESL student into Verb Review classes. Kseniya stated that offering some verb courses the second half would work best. Faculty suggested that ESL 031 be offered the first part of the semester and ESL 032 be offered the second half of the semester. The also recommended that ESL 034 be offered prior to ESL 033.

VII. Assessment Tools for SLO's (K.Kareva)

ISLO 1: ESL 001-ESL 005; ESL 011-ESL 015; ESL 023-ESL 025; and ESL 031, 033, 034, 038, 051, 055, 063, and 069 assessment tools will be discussed via email. There was insufficient time for further discussion. Faculty agreed that ISLO 1 would be discussed in small group structure and by email communication. A repository both electronic and hardcopy would be created. Kseniya requested that SLO's be emailed to both Grace and herself.

VIII. Display Cases (K.Kareva)

Kseniya stated that there was space available in the display cases for ESL to put items. She encouraged faculty to bring books, photographs, posters, awards, etc.

IX. Adjournment

The meeting adjourned at 4:50 p.m. The next ESL Department meeting will be held in November.