

**ESL Department**

**SLO Meeting Minutes– Room 2727**

**October 23, 2012 3:15- 4:15 pm**

**In Attendance**

Leticia Pastrana  
Josefina Ponce  
Sydney Rice  
Kseniya Gregory  
Alex Garza  
Don Martini  
Scott Simpson  
Diane Harris

**Agenda**

- 1- PLO 1 assessment tool- We worked on the rubric for the writing PLO. Sydney showed us a variety of rubrics that she uses and one that she got from another school that we decided to adopt. We also discussed the grading and included that with the rubric.

**ESL PLO Assessment #1**

**Directions: Write a paragraph about ONE topic from the list below.**

1. List the qualities and characteristics of a best friend.
2. Give the steps or instructions to succeed in college.
3. Give reasons and specific examples why someone should visit your favorite restaurant.

**You can use the paragraph checklist to double check your work.**

<b>PARAGRAPH CHECKLIST</b> Directions: Check Yes/No	<b>Self</b>	<b>Self</b>
	<b>Yes</b>	<b>No</b>
<b>Paragraph Content</b>		
1. Does the paragraph have a topic sentence?		
2. Does the paragraph have at least three supporting details?		
3. Does the paragraph have a concluding sentence?		

4. Is the meaning of each sentence clear?		
<b>Paragraph Format</b>		
1. Does the paragraph have a title?		
2. Is the paragraph indented?		
3. Is the paragraph double-spaced?		
4. Is the paragraph within margins?		
<b>Grammar and Punctuation</b>		
1. Does each sentence begin with a capital letter?		
2. Does each sentence end with punctuation?		
3. Are all the words spelled correctly?		

## PLO 1- Scoring Rubric

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Total points possible

High Intermediate Pass= 16 points

<b>Content /Organization</b>	<b>10=50%</b>	<b>comments</b>
Contains a well-written topic sentence; Adequate details provided in supporting sentences; Contains an effective concluding sentence; All sentences stay on topic	10- 9 -8 -7	
Topic sentence unclear; Some details provided in supporting sentences but more needed or not all are relevant; Concluding sentence not effective; Contains off topic content	6- 5- 4- 3	
No topic sentence; Insufficient details or unrelated/irrelevant details provided in supporting sentences; No concluding sentence; Controlling idea unsupported / incoherency	2- 1- 0	
<b>Sentence Structure</b>	<b>4=20%</b>	
Variety of sentences and clauses (simple, complex, compound)	4 – 3 - 2	

Only simple sentences	1- 0	
<b>Vocabulary &amp; Transitions</b>	<b>2=10%</b>	
Correct vocabulary use, variety in word choices; Correct use of connector words (clauses and ordering of information)	2-1	
Numerous errors in word choices or excessive repetition; Numerous errors in use of connector words (clauses and ordering of information)	0	
<b>Grammar &amp; Mechanics</b>	<b>3=15%</b>	
Correct verb tense for topic; Correct punctuation (capital letters, commas, periods, etc.); All words spelled correctly	3	
Some verbs are incorrect; Some misspelling or incorrect punctuation; Minor spelling errors	2-1	
Incorrect verb tense use impedes meaning; Numerous punctuation errors that impede meaning; Spelling errors impede comprehension	0	
<b>Format &amp; Legibility</b>	<b>1=5%</b>	
Uses format that contains a title, written margins, first sentences indented; Neat and legible	1	
No title; Not within margins: Illegible	0	

Score \_\_\_\_\_ / 20 points

Pass / No pass

- 2- The prompt- Julie and Ed were absent from the meeting and as they are the instructors for ESL 005 it was decided that they would create the prompt for the assessment tool.