



<b>Present:</b>	John Clarkson	Alex Garza	Diane Harris
	Elizabeth Kemp	Josefina Ponce	Sydney Rice (Chair)
	Ed Scheuerell		
<b>Absent:</b>	Julie Craven (sabbatical)	Leticia Pastrana (sick leave)	
<b>Visitors:</b>			
<b>Recorder:</b>	Maria Sell		

**I. Call to order**

- The ESL Department meeting was called to order at 1:30 PM by Sydney Rice, ESL Department Chair

**II. Approval of Minutes from 05/02/16**

- The minutes dated May 2, 2016 were reviewed
  - M/S/C Clarkson/Ponce approved as presented

**III. Discussion Items**

**a. Syllabi**

- Please use syllabi template emailed on August 11th. Syllabi should be posted to syllabi site by first class meeting.

**b. Opening Day Rosters**

- Please drop no shows and submit roster with the drops highlighted or drop the students online through Webstar.

**c. Census Rosters**

- Census rosters will be due on August 29th, watch for an email. Short-term classes cannot be done online.

**d. Drop Date**

- The drop date is November 5<sup>th</sup>.

**e. Grades**

- Faculty is asked to submit grades on time and as soon as possible after class has ended.

**f. Faculty Absences**

- Please make sure to email Maria Sell in advance if you know you are going to be gone in order to secure a substitute.

- If it is a LAST MINUTE absence, please text Sydney (760-970-9353) and email Maria (maria.sell@imperial.edu).

**g. Faculty Observations**

- Faculty observations will be scheduled throughout the semester.

**h. Part-time Office**

- Office space is available for faculty.

**i. Mailboxes**

- Please be advised that you can receive official mail in Reprographics as well as the division office.

**j. Reprographics**

- Faculty is asked to use reprographics whenever possible, they also deliver.

**k. Canvas vs. Blackboard**

- An email regarding Canvas vs. Blackboard was sent out on August 11<sup>th</sup>.

**l. SLOs/PLOs**

- An email regarding SLOs/PLOs was sent out on August 11<sup>th</sup>.

**m. Starfish**

- A discussion was held regarding the effectiveness of Starfish.

**IV. Other**

- Diane handed out ESL Club pamphlet and discussed future events to be held on campus.
- Sydney will be attending a CATESOL conference on from November 17 – 20 in San Diego. If anyone is interested in attending, there will be funds available in Student Equity.
- Sydney stated that if there is a need, late-start classes may be added to the schedule if anyone is interested in teaching.
- Faculty is advised that they may hold office hours in the World Languages Study Center; please speak with Josue if interested.

**V. Adjournment**

- The meeting was adjourned at 2:15 PM.