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| Present: | John Clarkson | Julie Craven | Alex Garza |
| | Elizabeth Kemp | Josefina Ponce | Sydney Rice (Chair) |
| | Ed Scheuerell | | |
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| Absent: | Diane Harris (Academic Senate) | Leticia Pastrana (PN) | |
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| Visitors: | | | |
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| Recorder: | Lency Lucas | | |

- I. **Call to order**
 - The ESL Department meeting was called to order at 1:07pm by Chair Rice

- II. **Approval of Minutes from 11/29/2016**
 - **Note: We may not have these due to secretary transfer**

- III. **Attendance Updates**
 - Mr. Clarkson inquired about the over-quota policy. Chair Rice stated that you can take as many students as your classroom permits, but you must first take those students and then apply and wait for approval on over-quota payment from Instruction.

- IV. **Spring Projects**
 - a. **Curriculum Revise**
 - i. Objectives
 - ii. Books
 - iii. Outside Assignments
 - Chair Rice asked the faculty to review the changes done to courses ESL 003, 004 and 005. They are to look at all levels and maintain scope and sequence, condense objectives, review books on Curricunet, and look at outside assignments on the course outline. Substitutes should there be any, would be able to pick up on next assignments without a problem.
 - b. **New Curriculum**
 - i. ESL 108 and 109
 - Chair Rice stated that we should advocate for these courses because they are important. Mr. Scheuerell asked if we have any non-supporters. Chair Rice stated that we if fact, have English Departments support.
 - ii. Early Childhood Ed
 - Chair Rice stated we are looking at providing a non-credit program and certificate.

V. Schedules

- a. Will complete Summer and Winter 1st Week of March (watch your email)
- You will be receiving information regarding the Summer 2017 and Winter 2018 the first week of March. If faculty need a copy of what was submitted for Fall 2017 they were asked to email Chair Rice and she would forward a copy.

VI. SLOs

- a. All Listening/Speaking
- b. All Reading
- c. 1-unit courses
- d. PLO: Level 5 – Grammar/Writing
- Chair Rice stated that faculty need to be looking at SLO's and for Level 5 PLO's. She currently does not have permission in SPOL until it is fixed, per Jose Carrillo.

VII. Union Negotiations

- District will be discussing non-credit classes. At MiraCosta College a Non-Credit work week consist of 30 teaching hours, 5 office hours and 5 hours of service. At College of the Desert the work week consist of 22.5 teaching hours and 5 office hours. We must work with the CTA union. Lab credit is .667 of an hour. If we teach a Non-Credit class and it gets enhanced funding, then the school gets full payment so we need to get the same in payment.

VIII. Other

- Ms. Craven was asked to share information regarding her sabbatical at our next meeting.

IX. Adjournment

- The meeting was adjourned at 1:50pm.