

MINUTES

ESL DEPARTMENT MEETING

Friday, August 16, 2013, 2:20 pm
Room 2722

MEMBERSHIP

- Julie Craven, Faculty Representative
- √ Alejandro Garza, Faculty Representative
- √ Kseniya Gregory, Faculty Representative
- √ Diane Harris, Faculty Representative
- √ Don Martini, Faculty Representative
- √ Brian McNeece, (Acting Department Chair)
- √ Leticia Pastrana, Faculty Representative
- √ Josefina Ponce, Faculty Representative
- √ Sydney Rice, Faculty Representative
- √ Ed Scheuerell, Faculty Representative
- √ Scott Simpson, Faculty Representative

Recording Secretary: Maria Sell

Meeting called to order at 2:20 by Acting Department Chair, Brian McNeece

ESL CHAIR CANDIDATES

Dean McNeece called for any last bids for ESL Department Chair. At this time, there are no volunteers.

SYLLABI REPOSITORY

Faculty is asked to upload their syllabi to the syllabi repository website no later than August 26th. The link is: <https://syllabi.imperial.edu/> Please use CurricUNET to find Course Outline of Record to add information to syllabi. How faculty break down grading is at their discretion as it is not specified in any policy.

OPENING DAY ROSTERS, CLASS QUOTAS, FINAL EXAM SCHEDULES, ATTENDANCE ROSTERS

Faculty is reminded to turn in their rosters on time. Also, faculty is asked to follow the final exam schedule. That is, to hold final exams on the last week of school and use the full week. Anything less means students do not have enough class time.

ABSENCES, SUBSTITUTIONS, SERVICE TICKETS, WEB-TIME ENTRY

Faculty must contact the secretary, if absent. Also email the dean, chair, and students in a timely manner. It is easier to reach the students if notified via Blackboard if possible. Faculty can keep attendance for the entire semester, however, after the census date they don't need to submit it Academic Services. Students are not to be dropped for patchy attendance as long as they are

communicating with the instructor. Faculty can submit tickets for a variety of functions on the service desk.

ELECTRONIC GRADE AND CENSUS SUBMISSIONS VIA WEBSTAR

Faculty is no longer required to submit printed grades. They should, however, keep hard copies for themselves because students who contest a grade can look for the reasoning behind it. Keep for three years.

CLASSROOM SUPPLIES

Any items that are needed for the semester can be picked up at the division office in the supply closet. Students are to buy their own Scantrons. Item analysis sheets may be helpful to faculty because it helps create statistic sheets of tests. Please see Maria Sell for sheets.

LOTTERY FUNDS

Dean McNeece asked for suggestions as to how lottery money can be spent. Items cannot exceed \$500 including tax. Language is very specific with how money can be spent on instructional supplies. Item has to be something a student can use in the classroom.

NEW STUDENTS' EMAIL SITE

Faculty is asked to encourage students to use their IVC email and to give instruction on how to do so.

- To find student email address for a student, got to Webstar under "Personal Information." Pin is same as Webstar pin
- Tell your students to check their IVC email or have it forwarded to an email they check often.

TEXTBOOKS

Textbooks are to be ordered through Maria Sell 760-355-6338 maria.sell@imperial.edu. She can also order your Instructor Desk Copy of all your books. If you would like a student version, you are welcome to buy at your own expense through the bookstore.

OUTLOOK CALENDAR

Dean McNeece asked the division to please post your class schedule on the Outlook calendar. This helps when creating meetings because it shows who is available and who is busy using the scheduling assistant. Classes and office hours can be added easily using the appointment occurrence tool.

QUESTIONS

A discussion was held among the faculty to make ESL 001 and 002 non-credit in order to make more levels past ESL 005. This will help students transition into the regular English classes. Further discussion will be held at a future meeting. Dean McNeece can help push the change at Instructional Council.

OTHER

Dean McNeece stated that the department's class fill rate is very good. An extra section of ESL 001 was added in order to replace Josefina Ponce's ESL 012. The problem isn't that there aren't enough students to fill classes it's that there aren't enough qualified instructors to teach the classes. Full time and part time faculty are at capacity.

Next tentative meeting will be September 3rd at 3:45 pm. This meeting will be used to focus on looking at PLO data that was analyzed in the spring in order to submit it.

The next department meeting is scheduled tentatively for October 1st. Faculty will be reviewing the spring semester schedule and whether class selection will be made online.

ADJOURNMENT

Meeting was adjourned at 3:00 p.m.