

Arts & Letters Division

ESL Department Meeting
Tuesday, November 30, 2010
Bldg, 2700 – Room 2724, 3:30 p.m.

ADOPTED MINUTES

PRESENT:

Alex Garza	Kseniya Kareva, Chair	Lourdes Mercado, Counselor
Leticia Pastrana	Josefina Ponce	Ed Scheuerell
Scott Simpson	Brian McNeece, Dean	

NOT PRESENT:

Julie Craven	Diane Harris	Kevin Howell
Donald Martini	Sydney Rice	

- I. **CALL TO ORDER** (Kseniya Kareva)
The regular ESL Department meeting was called to order at 3:42 p.m.
- II. **APPROVAL OF MINUTES**
M/S/C L.Pastrana/S.Simpson the minutes for Wednesday, October 27, 2010 were approved with corrections.
- III. **SLO REPORTS: What have you done this semester regarding SLOs? (Kseniya Kareva)**
Kseniya asked faculty for an update on the progress of SLO's for this term. Scott Simpson indicated that it was his understanding that he had to complete one SLO per semester. He has the documentation for the SLO's he completed and can provide information on the assessment tools he used.

Leticia Pastrana stated that she along with Josefina Ponce and Alex Garza had completed SLO's last semester. These forms were sent to Toni Pfister. Kseniya gave clarification on the SLO process and encouraged faculty to actively participate in completing SLO's and sharing the assessment tools which were utilized.

Kseniya asked that a new SLO be used for the 1.0 unit class this semester. SLO1 was due in Fall 2010. SLO2 is due Spring 2011, last year SLO's were to be completed once per academic year however, this year SLO's are to be assessed based on units and if applicable once per semester. Discussion ensued over SLO's for ESL 013 and what should be used.

IV. ONE CREDIT CLASSES: changes in credits and schedule: (Kseniya Kareva)

Kseniya discussed the need to move times for the 1.5 and 2.0 unit classes. 5.0 unit classes will be finishing 15 minutes later in order to meeting the time requirements set by the Instruction Office. Ed Scheuerell questioned if this was just for Julie Craven's class or across the board. Ed stated that the change would create scheduling problems since they are already losing 50-80 units of instruction due to staffing issues. It was the consensus of those present to revisit this item when Julie Craven is available to comment.

Kseniya reiterated by stating that shortage of staff was priority on her list. She understands that it is an issue and will add a line item to the comprehensive program review document to indicate that the need continues to exist.

V. PROFESSIONAL DEVELOPMENT DAY: ideas for presentations and workshops (Kseniya Kareva)

Kseniya asked for ideas on presentations and workshops for the Professional Development Day which will be held on January 27th. Scott stated that he could present the Grid that was created which shows the progress and evolution of the ESL program.

Ed Scheuerell recommended that adjunct faculty be included in this event. Kseniya explained the process and the lack of funds to pay adjunct as an incentive for them to attend. She stated that she would look into it and contact HR regarding this issue. Ed stated that ESL is isolated from other departments having both full-time faculty and adjunct attend Professional Development day will help improve collegiality.

ESL faculty requested if the Professional Development day could be used as a work-session day. Some ideas presented to Kseniya were scope in sequence chart, course outline review, program review, and workshops on ESL methodology techniques.

VI. Comprehensive Program Review: Please share your ideas about...(Kseniya Kareva)

Kseniya informed faculty that the Comprehensive Program Review would be due in March and the Annual Program Review will be due on June 1, 2011. ***Time did not allow for further discussion.***

a. PRESENT

- i. Outside factor that are currently affecting the program;
- ii. Significant problems or issues that the program is immediately facing.

b. FUTURE

- i. Identify the program objectives for the next 3 years. Include methods of identifying accomplishments and planned completion dates.

- ii. Further expansion and implementation of SLOs +progress timeline for implementation and program improvement.
- iii. Identify any resources needed to accomplish these objectives. Identify any obstacles toward accomplishment and the plan to surmount these obstacles.
- iv. Identify any outside factors that might influence your program during the next three years.

VII. BSI Update: funding for 2011

VIII. ADJOURN

Meeting adjourned at 5:05 p.m. Agenda items VI and VII will be revisited during the next departmental meeting.