

**DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE**  
Minutes February 6, 2009

<b>PRESENT:</b>	Patricia Alvarado	Lee Chen	Monica Colon	Mark Devlin
	Marty Furch	Alejandra Gonzalez	Juan Gonzalez	Lynne Henson
	Lawrence Lawson	Carol Lowther	Joanna Murphy	Jerrie Raymer
	Shayla Sivert	Gary Sosa	Jorge Villalobos	
	Angela Webster	Colleen Weldele	Heather Weldele	

*The meeting was called to order at 9:35 A.M.*

**SPRING 2009 ENROLLMENT REPORTS**

ESL Program Coordinators submitted written enrollment reports for Spring 2009. Mark Devlin is the interim Coordinator for the Escondido morning program while Nimoli is on leave. He reported that there are a total of 150 students enrolled in levels 1-3. While Tracy is on maternity leave, Heather Weldele has been acting as the interim Coordinator for the Escondido evening. This semester level one was cancelled at 4:30pm due to low enrollment. However, Heather reported that there are 52 students enrolled in levels 2-3 in the 4:30pm Program. In addition, there are a total of 381 students enrolled in levels 1-36 in the 7pm Program. Next, Lawrence, the new Contract Faculty member and Fallbrook Coordinator, reported that there are 289 students enrolled in the levels 1-3 and 26 students enrolled in the VESL class at Fallbrook. Shayla reported that there are 94 students enrolled in the noncredit level 1-3 classes and 111 students enrolled in the credit ESL 3-36 classes offered at 8:30am and one ESL 36 class offered at 2pm in San Marcos. Moreover, Lee informed the Department that this semester ESL 34 was cancelled in San Marcos at 4:30pm due to low enrollment. However, a total of 123 students are currently enrolled in levels 1-3 and ESL 35-36 at 4:30pm. In addition, there are 333 students enrolled in the 7pm Program. As the Coordinator for the Multi-Site Program in his role as the Department Chair, Lee reported that there are 127 students enrolled in the Citizenship and Saturday classes in San Marcos and 122 students in the Escondido classes. Next, Jerrie stated that in the Ramona classes, there are 100 students enrolled. Anne informed the Department that the budget for Non-Credit Matriculation for 2008-09 is \$352,955 of which 86% is allocated for salaries and benefits including student workers, hourly staff, ESL special project, and contract staff. Currently, funds have not yet been allocated for EAP salaries/stipends and other requests. She also wanted to remind the Department that requests for NCM funding must support matriculation components of assessment, registration, orientation, and advising. Regarding INEA, Anne informed that there are 367 students enrolled in the eleven INEA classes being offered this semester. At the time of the meeting, Jose Luis was attending a training in Guadalajara related to INEA. Furthermore, once the IME grant is received, INEA materials will be printed. No written reports have been received from the VESL Coordinator and the Coordinator of the Academic ESL Program. Lastly, Marty stated that this semester VESL is offered in Escondido, Fallbrook, and San Marcos and there are total of 77 students enrolled in all three classes. She highlighted that the Fallbrook numbers for the VESL class are especially healthy this semester.

**RAMONA COMPUTER LAB**

Jerrie thanked Heather for helping her by informing her of the things they do at the computer lab in the Escondido Center. Jerrie plans on implementing some of those ideas at the Ramona Computer Lab. She also thanked Marty for providing her with headphones for the lab. She reported that they have a Lab with about fifty computers. They didn't get a state-of-the-art Computer Lab, thus, the computers they are currently using are a little slow and antiquated, but

they work well for the students with limited computer skills that are served in Ramona. The lab is located in the same building that their classes are held. She is talking with Marty regarding the possibility of getting some licensing agreements for programs such as Focus on Grammar. Meanwhile, they are using what was set up in Escondido to teach students about using the computers and visiting some websites. Students are really enjoying this new experience having access to computers.

### **ESL COMPUTER LAB HOURS**

Marty wanted to consult with the Department the possibility of changing the lab hours in A-19 to four days a week instead of five because it seems like Fridays are usually pretty slow. Thus, Marty is thinking of closing the lab every other Friday or every Friday and having the Lab Assistant work nine-or-ten-hour days. Yolanda has reported that usually about two to three students visit A-19 on Fridays. In addition, if the workday for the Lab Assistant is extended this could help the Department by reducing the Student Worker hours needed to cover A-19. Regarding Compass Testing, usually the test is only offered once or twice on a Friday, thus, in those cases changes could be made to the schedule so that the tests are properly covered by the required staff. Marty would like the Department to email her with any thoughts or suggestions regarding this proposal. In addition, Marty announced that the Escondido Lab is now opened from 8am to 9:30pm and it is staffed by Student Workers. Since Foreign Language made a request to use the lab, they are paying for a Student Worker who covers the lab during Open Lab hours. This allows not only Foreign Language students to use the lab, but ESL students as well. Gary added that one of the things we need to make sure of is that the Escondido Teaching Learning Center (TLC) operates differently than the ESL Open Computer Lab. The focus of the TLC should be not only for students to come in and use the computers, but also to receive some type of instruction from the tutors.

### **BASIC SKILLS AND ESL**

Gary reported that currently the main concern that they are working on is setting up a tutoring lab. Shayla, Nimoli and Tracy prepared a proposal that was sent to the Basic Skills Committee. He believes it will be accepted in many forms because there needs to be a tutoring function for ESL because we will have a major part in the Escondido TLC. The construction of the TLC will probably begin in March and the facility will open in late April. Since Nimoli and Tracy are out on leave, Shayla will probably be asking somebody to help her set up the tutoring function at the TLC. They will start by meeting with the different tutoring elements on campus: Writing, Math, etc. and try to find some common standards for hiring. We might need to set up a separate meeting where Shayla might want to get input from the Department about how we should hire tutors and whether we want to hire grad students or individuals that meet all the right qualifications. Gary added that for now the TLC will only be in Escondido and in a few years a temporary TLC will be built on the Main Campus. Once the new library is built on the Main Campus, a large space will be available to set up a permanent TLC. The ESL Department will need to be involved in determining the types of equipment we want to have in the TLC, the tutors we want to hire, how we want to set it up, and whether the instructors that will be teaching in Escondido in the Spring and Fall want to add something in their syllabi requiring students to complete a certain amount of hours in the TLC. Furthermore, Gary added that ten courses have been designated as Learning Communities which will begin this Fall. Among these Learning Communities, there will be an ESL 36 and Counseling cohort. All the Learning Communities will have some type of supplemental instruction aspect to the course where a tutor who has previously taken the course and passed it with an A or a B will be in the class as a student taking notes. This tutor will then arrange with students to meet outside of class to compare notes and answer questions about the class. Gary wondered whether we want to have this supplemental instruction model embedded in our ESL 36/Counseling Learning Community

because this model was originally designed to help historically difficult courses. If the Department decides to integrate this idea in the ESL Learning Community, then, we will need to hire a tutor to provide this supplemental instruction. Before hiring, we will need to determine whether the tutor will be a student who has passed the course or a teacher. In addition, instructors who want to develop workshops or materials for our students at the TLC will receive some type of pay at an hourly rate.

### **DEPARTMENT ORGANIZATION CHART**

Lee asked the Department to read over an email that Dean McDonald had sent him. In the email, the Dean explained that upon consulting with Vice President Cuaron it appeared that Non-Credit Matriculation and INEA should be integrated directly under the umbrella of the ESL Department. He proposed that the ESL Department consider taking over the supervising of the Non-Credit Matriculation activities and the scheduling, staffing and evaluation of the INEA course offerings. Lee explained that Dean McDonald and VP Cuaron wanted to formalize this reporting relationship especially impacting the Non-Credit Matriculation and INEA staff. He explained that up until now the Student Specialists and the NCM staff don't seem to report to the ESL Department Chairperson. Furthermore, things could change because currently Jose Luis's official title is NCM Assistant. In the past, Anne Stadler was the NCM Director, but when she took on the EOP&S Director position, the position was left vacant. For that reason, Jose Luis has been doing more than what his title requires, thus, he is working out of class. Lee reminded the Department that they had previously talked about the possibility of having a faculty coordinator for the whole INEA Discipline so that INEA wouldn't be directly under the Chair. Colleen believes that the College should give the Department another full-time faculty position to coordinate INEA. Marty added that since NCM is separate from INEA, Jose Luis could run NCM, but a coordinator would be needed for INEA because it's an academic program. Currently, the Dean has been signing all the documents pertaining to NCM and INEA. The Department concluded that if NCM and INEA are going to be directly under the ESL Chair, we need to bring back the NCM Director and NCM Assistant positions and add a coordinator position for INEA. Marty believes that it would be helpful if Jose Luis and Alejandra would submit a description of all their responsibilities and duties. These reports would help the Department determine the needs of NCM and INEA and support the proposals and requests made to the Dean.

### **COURSE RESTRUCTURING—LECTURE/LAB RE-DESIGNATION**

Lee reminded the Department that we cannot designate ESL courses as unspecified lecture/lab, thus, we need to re-designate our courses. These changes have to be entered into CurricUNET by September 2009 because the new curriculum will go into effect Fall 2010. Lee distributed a handout which summarizes an idea he developed about a possible way of restructuring our courses and dealing with the lecture/lab issue at hand. He proposed to divide the ten-hour set-up in half with two separate tracks. One track will be credit "college prep" with each credit course carrying five units and primarily focusing on reading, writing, grammar, vocabulary, etc. The second will be a non-credit "career development" track where the non-credit courses will primarily focus on listening, speaking, career awareness, life skills, study skills, etc. Each class can be offered on alternating days of the week and will meet five hours a week. Shayla stated that if we adopted this model and kept the same schedule, the teaching load would be affected. Shayla pointed out that under this proposal we cannot auto-enroll International Students who register for a credit course into its non-credit counterpart because due to their visa status they are not allowed to take non-credit classes. Gary wondered whether under this model, there might be students who will shy away from the listening and speaking classes to focus on their grammar and reading skills. This would produce students who can pass their writing classes,

but don't know how to speak or vice versa. Lynne wondered whether under this model students have to register for the credit course to be auto-enrolled in the non-credit course or if they can just enroll in the non-credit course. If so, we could have huge non-credit classes and the enrollment in our credit courses could drop significantly. Lynne suggested that we could try offering ESL 34-36 two days a week and offer ESL 9, 15, 16 etc. the other two days, but not the non-credit courses. It would then be the students' choice if they want to pay for the extra units and receive supplementary instruction in a particular ESL topic. Another idea is to offer a Special Topics class one of those days and a non-credit class the other day. The credit General ESL classes would be offered five hours a week with five lecture units. In summary, the conflicts at hand are that we cannot lump lecture and lab together anymore, thus, we need to designate separate lecture and separate lab hours and units for each course affected. The Department may not want to go through the lab route because we are not doing lab work and we are afraid that eventually instructors will get paid the lab rate which is typically less than the rate paid for the lecture/lab combination. In addition, we don't want students to pay for ten-unit classes. Lynne added that students should be given recommendations on the classes they need to take based on their educational and career goals. This will give students the choice of how much they want to or are able to pay and they won't feel forced to take any class. The Department concluded that the contract ESL faculty will meet on Friday, February 20<sup>th</sup> to discuss this issue further.

#### **INSTITUTIONAL REVIEW AND PLANNING YEAR 2 REPORT**

The Department reviewed the Spring 2009 Institutional Review and Planning Report which was submitted in Spring 2008. We are supposed to complete Parts 3 and 4 of the ESL Non-credit and ESL Credit Reports and submit it by March 2<sup>nd</sup>. Lee asked the Department to write down their needs and comments on the IRP Reports and submit it to him by February 20<sup>th</sup>.

*The meeting was adjourned at 11:33 A.M.*