

DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE
Minutes February 1, 2008

PRESENT:

Maria Allan	Patricia Alvarado	Lee Chen
Monica Colon	Tracy Fung	Marty Furch
Marcela Gomez	Juan Gonzalez	Carol Lowther
Nimoli Madan	Jose Luis Ramirez	Jerrie Raymer
Shayla Sivert	Gary Sosa	Jorge Villalobos
Colleen Weldele		

GUEST: Sherry Titus, Director of Student Affairs

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

ESL STUDENT REPRESENTATION

Lee introduced Sherry Titus, the new interim Director of Student Affairs. Sherry explained that ASG is Palomar's student representation organization. They serve and share in governance committees and represent the student body. The Office of Student Affairs is trying to include more students from a variety of groups. Currently, ESL does not have a student representative in ASG or a club. Sherry believes that it is important to have a student representing the ESL community in ASG so that all students are served better. The purpose of her visit was to encourage instructors to tell students in their classes who demonstrate some type of leadership skills about this opportunity. Colleen wondered whether this would be an elected office. Sherry answered that only the president and vice president of ASG are elected positions. Students interested in joining ASG as Senators need to complete an application, obtain fifty signatures of current students and enter a two-week probationary period where they will attend meetings and are then seated as Senators. Interested students should be sent to SU-201, the Office of Student Affairs. Candidates should be energetic, articulate, willing, and able to represent themselves and the student population. Maria wondered what students will obtain from this experience. Sherry responded that students will be able to include this experience on their resume, understand how shared governance works at Palomar and travel to Senate meetings out of town and state. Students need to dedicate three hours a week of office hours, participate in activities and attend weekly ASG meetings on Wednesdays from 1-3:30 p.m. Students need to have a minimum of seven units and an overall GPA of 2.5 in order to qualify for an ASG Senator position. Non-credit students may be able to get involved by joining or creating a club where the president of the club can represent them in ASG. On another note, Lee inquired about the fee increase of the PIC (Palomar Identification Card) from \$5.00 to \$15.00. Sherry pointed out that buying the PIC is not mandatory. But students obtain several benefits and services with the PIC card such as free lunches and Coffee Nights. Sherry explained that the Office of Student Affairs has proposed to have *free hot dog and a drink* at some of the satellite centers such as Fallbrook sometime in Fall 2008. Jose Luis expressed the concern that the Health Services Office in Escondido closes at 7pm which does not give students in the night program the opportunity to use these services, although, they are paying the mandatory health fee. Sherry responded that her office does not deal with the health fee, but she does meet with Jane Conway regularly, thus, she will bring up these concerns at their next meeting. She reiterated that for this reason it is important to have a student representing the ESL population in ASG so that issues such as the one exposed by Jose will be acknowledged by the College. Gary requested to revisit the issue about reducing the fee of the PIC to \$5.00 for students at Fallbrook. Sherry explained that the Administration will argue against this petition using the argument that the purchase of the PIC is not mandatory. However, Sherry agreed to present

this concern to the Administration again. Sherry spoke briefly about the Academic Dishonesty Complaints her Office deals with and the Code of Conduct. Sherry encouraged instructors to include class rules or things that will not be permitted in class on their syllabus; otherwise, students cannot be penalized for things that are not mentioned on the syllabus. Sherry mentioned that instructors may just want to include a sentence such as, "We strictly abide by the Code of Conduct in this classroom." In addition, teachers should treat all students the same regardless of age, race, sex, etc. Teachers should not modify their class in any way or treat minors differently than the rest of the students; otherwise, it may be deemed discrimination against the other students.

SPRING 2008 REPORTS

Colleen reported that the Academic and Special Topics classes are all full this semester except for ESL 10 Pronunciation II, which struggled this semester. This semester, not a single class was cancelled due to low enrollment. Nimoli reported that the Escondido Morning Program has a total of 143 enrolled students in levels one through three and the conversation class. This semester all the classes are full except for level one and level three has a waiting list. Next, Tracy reported that there are 427 non-credit and 90 credit students enrolled in the Afternoon and Evening Escondido Programs for a total of 517 students. This semester three level three classes are being offered in the evening program and they are all very strong. In addition, for the first time, levels 34-36 were full to capacity. Gary informed that there are 307 students enrolled in the Fallbrook Program. This semester all the classes at Fallbrook are full, except for VESL, but it is hard to grow or add classes because the ESL Program is limited to the space that they are given by the Center. The San Marcos Afternoon and Evening Programs have a total of 514 students enrolled with 382 non-credit and 132 credit students. In addition, Lee reported that the Multi-Site Program counts with 13 classes and a total of 374 non-credit students enrolled. Lee believes that because the classes are non-credit they may continue to grow weeks into the semester. Lee is in the process of building an N ESL 300 class with an emphasis in Computer Basic Skills at the HeadStart Center in San Marcos. Shayla reported that the San Marcos Morning Program has a total of 214 students enrolled and the two level 35 and two level 36 classes are consistently making. With regards to INEA, Jose Luis informed the attendees that there were 325 students enrolled during the first week, but currently there are 390 enrolled students. INEA counts with 13 open entry classes, thus, students will continue to register up until three weeks before the semester ends. Jerrie reported that the Ramona ESL Program has 85 students, but because the classes are open entry the numbers may change throughout the semester. Monica reported on behalf of Marty that the VESL Program has 21 credit and non-credit students enrolled in the Escondido morning class, 20 in the afternoon class, 29 in the San Marcos class, and 15 enrolled in Fallbrook, which gives a total of 85 VESL students.

IRP: CLARIFICATION OF GOALS

Lee wanted to clarify and reach a consensus about the discipline goals linked to Palomar's strategic plan for 2009 and how it will support the success of students. At December's Department Meeting, it was agreed that the Department would like to implement some type of Early Alert System for both credit and non-credit. Through this system, teachers will identify students with poor grades and refer them to the ESL Student Specialist no later than week three of each semester. Jose Luis informed that he and Anne are in the process of hiring a 45% ESL Student Specialist for Escondido. This person was originally scheduled to begin in February, but due to certain issues dealing with the job description for this position, this person may not be able to start until April. The Department agreed that the Early Alert System will affect both credit and non-credit students. During the first four weeks of the semester, instructors will need to identify unsuccessful students, hold individual conferences with these students, and if

necessary, refer them to the ESL Student Specialist for further assistance. Secondly, Lee wanted to seek further clarification about the learning outcome at the course or program level and the assessment used to measure student learning of that outcome. At December's meeting, it was mentioned that for ESL 101-103 the outcome would be for students to write a five-paragraph essay, which instructors are already doing in their classes. The Department agreed to keep this outcome, but modify the assessment used to measure the learning outcome to, "Students must write a final in-class essay and receive a final course grade of "C" or better." Questions had been raised since the last Department Meeting about using the "Fallbrook Test" as the assessment used to measure the outcome for non-credit students. Tracy believes that the IRP is asking for an example of a learning outcome and an example of an assessment for a program, not for one assessment tool used for the Department as a whole. On the other hand, Lee believes that it's not an example, but an implementation. In order to reach a consensus, Lee agreed to seek further clarification about the question in the IRP. Then, he will consult with the rest of the faculty and reach a consensus via email.

COURSE REVIEWS

Lee announced that Course Reviews for all the VESL, Pronunciation, and Reading and Writing Courses are due this spring. The pre-launch deadline is March 30, 2008. Colleen will work in conjunction with the instructors that teach ESL 101-103 and ESL 130-131 to complete these Course Reviews. Tracy will work on ESL 9-10. Marty will work on the Course Reviews for ESL 98.1-98.3. Lee mentioned that of the three colleagues charged with these course reviews, Tracy and Marty are already familiar with the appropriate Curricunet operations. Colleen may need training, but it is a very straightforward process.

ALIEN RESIDENT SCHOLARSHIPS

Lee contacted the Foundation Office about the Alien Resident Scholarships that will be awarded at the end of this semester and was informed that they are still unsure about the dollar amount that will be awarded. In the past, ten, \$250-scholarships were awarded. Lee encouraged instructors to start identifying and observing possible candidates for this scholarship. Lee believes that by doing this at such an early stage the awarding of the scholarships will be broader based and students from all areas of ESL will be better represented. Shayla wondered whether AB-540 students will qualify for this scholarship. Jose Luis mentioned that prior to last year they did qualify, but last year AB-540 students and students that paid out of state tuition were not able to receive this scholarship. Lee agreed to seek further information about the amount and the qualification criteria for the scholarship. Shayla proposed and agreed to insert a marquee with the College's general scholarship deadline on the ESL website.

BUSINESS MILEAGE

Lee inquired Interim Dean McDonald about the possibility of paying coordinators who travel to other sites for their mileage. Colleen mentioned that she will look at the Faculty Contract because she believes that something had already been negotiated about business mileage. She will let the Department know as soon as she finds out. Lee was asked by the Dean to consult with the Department to see if this is something that should be pursued any further. The Department agreed to pursue this issue. Lee requested a report with daily travel, mileage and home address from Gary, Tracy, and Nimoli.

DEPARTMENT MASTER CALENDAR PLANNING MEETING

Lee reminded coordinators and office staff about the Department Master Calendar Planning Meeting that will be held on Friday, February 8. The purpose of the meeting is to look at the year's activities and staffing needs of each Center. In preparation for the meeting, Coordinators and Staff should work on a calendar and take under consideration student worker needs. Once this is done, Lee will reconcile the information into one master calendar for the Department. In addition, this information will help in the development of next year's budget.

The meeting was adjourned at 11:50 A.M.