

DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE
Minutes March 6, 2009

PRESENT: Patricia Alvarado Lee Chen Monica Colon Mark Devlin
Marty Furch Marcela Gomez Alejandra Gonzalez
Juan Gonzalez Lawrence Lawson Carol Lowther
Jose Luis Ramirez Marilu Sanchez Gary Sosa
Jorge Villalobos Angela Webster Colleen Weldele
Heather Weldele

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

CLASSIFIED MEETING REPORT

Lee reported that before the Department meeting, Dean McDonald met with all the ESL and Non-Credit Matriculation (NCM) Classified Staff. At this meeting, the Dean informed that the NCM staff will now report directly to the ESL Department Chairperson. Secondly, effective immediately, faculty members cannot sign off on Classified Staff evaluations. The Dean will meet with the employee and his or her supervisor and he will sign off on the evaluation the supervisor prepares.

BSI/HSI UPDATE

Gary reported that Nimoli, Shayla and Tracy prepared a proposal that they submitted to the BSI/HSI Committee. In the proposal, they outlined the need or demand for ESL Tutoring. Their plan was to create a training program where an ESL Faculty member would take on the responsibilities of the ESL Tutoring Program at 100% release time for the first year and at 50% thereafter. The proposal will be discussed the following week by a small BSI work group. The issue regarding release time will be taken to John Tortarolo. The TLC will not open until late May. Gary believes this would involve summer work because training materials need to be prepared and job announcements need to be posted. The coordinator of this program will also need to decide what kind of people will be hired as tutors, hire and train the tutors, and spend time in the TLC to get acquainted with how everything works. Thus, the person responsible for this task would need to be willing to work in the summer and get paid at an hourly rate. Gary handed out a grid of the various classes being offered in Escondido during fall 2009. He wondered whether as a Department we should ask the Escondido coordinators to ask their instructors to consider putting required hours at the TLC in their syllabi as part of their class. Teachers could think of what they would like the tutors to do once the students show up for tutoring. Colleen believes it would be great if a Teaching Assistant (TA) or tutor would help in the ESL Academic writing classes. Heather added that by having a Supplemental Instructional Aide in the classroom, teachers can accomplish more and all students get the attention they need. Gary would like to ask the Escondido Coordinators to start polling their instructors to see who would commit to adding the tutoring requirement to their syllabi for fall 2009. Marty committed to adding this requirement to her syllabi. Heather wondered whether it would be possible to have the tutors rotate throughout the classes between 7-8pm because that's when all the students are in their classes. By doing so, students will get to know the tutors. Marty suggested taking the classes to visit the TLC and meet the tutors at the beginning of the semester. Colleen expressed her concern about having a full-timer on 100% release time to coordinate the TLC. She is worried that if we have several full-timers on release time we will have less full-timers available to run the Department. Marty wondered whether the Department could propose hiring a full-time person who would run the TLC and the Tutoring Services. This position could be a classified position that could be paid by BSI for the first year and then make

the College commit to this full-time position. Marty asked what the TLC situation is like on the Main Campus. Gary answered that several locations have been discussed and proposed, but a final decision regarding the location has not been made. Lee wondered whether there is something in HSI regarding enrollment management. He wondered if it would be possible for the College to allow all new students to complete the online student application without requiring students to input their social security number. Gary responded that Lee could submit a proposal to the BSI/HSI committee. Lee believes that this would help the Department because in that way the Department wouldn't have to depend so much on the Admissions Office for the creation of new student ID numbers.

PROPOSED CHANGES TO ESL 34 TO ESL 36

Lee informed that about two weeks ago the ESL full-timers met to try to solve the Lecture/Lab issue. In the proposal they developed, ESL 34-35 would become five-unit lecture-only courses and will be offered two days a week for five hours a week focusing mainly on reading and writing. The other two days the Department plans to offer grammar and/or listening and speaking ESL courses which are three-unit lecture classes. Under this proposal, the Department plans to create an ESL 17 (Grammar III) and ESL 21 (Listening and Speaking II) class. ESL 36 would be changed to ESL 56 so that it becomes degree applicable and it will be offered all four days with three lecture units and two lab units. Marcela expressed that many students may not take these classes because they are five units which cannot be used for anything. Thus, many students will find these classes too costly. Lee was informed that according to the Curriculum, ESL 34-36 can only go up to four units. Substantial additions will have to be made to the ESL Curriculum and there might be some resistance on behalf of the Curriculum Committee if the Department wants to increase the units to five for these courses. In addition, ESL 36 cannot just be changed to ESL 56 because this would be considered a program change. Thus, the Department needs to deactivate ESL 36 and create ESL 56. The Department decided to label N ESL 301-306 as Lecture courses. In addition, ESL 30: Computer Literacy for ESL should also be labeled as Lecture because students are receiving instruction and not just coming to class to use the computers. The Department decided to keep the ESL 34, 35, and 36 classes at ten hours a week. Furthermore, these classes are to be split into 1.5 units of lecture (or 1.5 hours of instruction) and 2.5 units of lab (or 8.5 hours of instruction) for a total of 4 units for ESL 34-36. Then, the Department agreed to still change ESL 36 to 56 to make it a prerequisite for ESL 101. ESL 21 does not need to be created as listed in the proposal presented by Lee on behalf of the ESL contract faculty. Next, Carol commented that the curriculum for ESL 16 is more for students in ESL 36 and ESL 15 for students in ESL 35, so instead of creating an ESL 17 class we should create an ESL 14. This grammar class would be Grammar I for students in ESL 34 and then the other two grammar classes would follow the sequence. Marty will work on ESL 98.1-98.3. Shayla will work on ESL 56 and Carol will work on creating ESL 14 and revising ESL 15 and 16. Colleen will revise ESL 101 to include ESL 56 as the prerequisite for the class. The new CORs for these courses need to be completed by May 1st. Lee wondered whether there are any possible courses that we could put online. Larry mentioned that he would like to try a pilot ESL class online. He received the approval from Lee to work on this area where he sees a need.

ELECTION OF NEXT DEPARTMENT CHAIR

A quorum was not present to elect the next Department Chairperson. In order to proceed, the Department needed to have present at least six full-timers besides the candidate, but only five voting faculty were present. Thus, the election was postponed until April's Department meeting.

ESL SCHOLARSHIPS

Lee reminded the Department that the deadline to submit the *J and J Scholarships* is March 13th. In addition, he reported that there are eight available ESL Resident Alien Scholarships to award to our students. Each scholarship is worth \$200 and it is open to any ESL student except International Students. In order to qualify, students need to be California residents, have financial need, be enrolled in ESL classes in Spring 2009, show initiative and motivation in their classrooms, and show academic promise. This scholarship is based only on teacher recommendations. The Department agreed that the scholarship should be open to students in level three and up for students who are moving on to credit classes. Thus, students in N ESL 300-302 should be excluded. Coordinators were encouraged to motivate teachers to make these nominations. Teachers should send nominations with a short biography of the student to Lee by April 3rd.

ADJUNCT EVALUATIONS

Colleen volunteered to conduct the adjunct evaluation for Gamze Corte in Escondido.

ITEMS FOR NEGOTIATIONS

Lee announced that the Department needs to settle the class sizes for Credit courses and the class loads. He added that he's heard from some ESL faculty members that the class size should be 25 for all credit ESL courses. The Department agreed that the maximum enrollment capacity of all ESL credit classes should be 25. In addition, the enrollment capacity for non-credit ESL courses should be 40. The Department will be vigilant on the class load matter.

EAP 2009

Lee informed the Department that according to Dean McDonald, capping classes to save seats for students from a particular group, such as International Students, is considered illegal under the open enrollment mandate. The Dean also wants to know if Shayla's request to cap her ESL 36 classes during EAP period also applies to other ESL courses. The Department decided that we shouldn't cap courses during the EAP period. However, we should cap some classes for International Students because they are not able to take the ESL Placement Test and register until their arrival which is usually towards the end of the registration period. Thus, they are at a disadvantage for registration compared to other students.

The meeting was adjourned at 11:56A.M.