

**DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE**  
Minutes November 2, 2007

<b>PRESENT:</b>	Patricia Alvarado	Lee Chen	Monica Colon
	Tracy Fung	Marty Furch	Marcela Gomez
	Juan Gonzalez	Lynne Henson	Carol Lowther
	Nimoli Madan	Jose Luis Ramirez	Jerrie Raymer
	Shayla Sivert	Anne Stadler	Gary Sosa
	Jorge Villalobos	Colleen Weldele	

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

**FULL TIME FACULTY HIRING**

Lee reported that ESL is number three on the list of departments that will hire a total of eight faculty members which have already been approved by the Governing Board. According to the timeline, ESL is behind because the position was supposed to be advertised beginning in October. The attendees were given copies of the new position announcement with the sections that needed to be completed and answered at this meeting along with a copy of the last position announcement. Colleen commented that the position announcement should probably be developed by the hiring committee. Shayla added that the Department needs to determine the specifics of this new position and whether any current coordinators would like to switch their current assignments. Lee commented that INEA needs a coordinator because it's a large program and it brings in a lot of money to the College. The INEA coordinator would have to observe thirteen classes of which eleven are offered in the evening and two in the morning. Thus, this person would probably not teach an INEA course unless it's offered during the day. Ideally it would be best if this person would teach an INEA course so they can better understand the curriculum and the instructors. Anne added that the INEA coordinator would need to teach twenty hours non credit, write grants, deal with the Mexican government, deal with issues related to books and present about the program to the community. Eventually, the program will need a full-time staff assistant to do all the paperwork related to INEA. INEA demands someone who is a high functioning bilingual whose first language is Spanish and was mainly educated south of the border. Anne added that Wells Fargo gives INEA a grant of \$5,000 a year. Part of this money is used to give INEA volunteers, who help illiterate students, a stipend of \$500 per semester. For that reason, grant writing is a part of the responsibilities of the Coordinator because it's a way of expanding the literacy program. Based on the responsibilities this person would have and the schedule of INEA classes, this person would probably not be able to teach INEA so ideally he or she can teach in the 4:30pm non-credit program (ten hours a week, 50% FTE). Marty inquired whether Non-Credit Matriculation would be able to pay for a support staff position for the INEA program. Anne answered that it would be possible if Non-Credit Matriculation cuts back its funding elsewhere. Anne mentioned that she's heard that there's a possibility that all the administration positions will be reclassified and new ones will be added. Thus, the INEA coordinator could possibly be one of these Administrative positions. Marty stated that she has not heard anything about this, but she believes that the INEA program needs a faculty coordinator because the instructors are faculty and as long as the Department oversees the scheduling of these classes this coordinator should be part of the ESL Department. Lee added that he has heard from Dean Garlow that there's no way of opening an administrative position for ESL. Lee passed around the hiring committee sign-up sheet. The Department decided that the hiring committee would meet Friday, November 9 at 9:30am. The office staff and coordinators were supposed to meet on Friday, November 9 to plan registration and assessment and discuss office related issues, but they decided to cancel the meeting and discuss these issues by email.

(Lee would like to add the following announcement. Since the ESL Department Meeting, two meetings were held where it was decided that the new faculty opening will not be for the INEA Program but for the Multi-Site Program. However, as per our department's tradition, all contract faculty were given a chance to fill the opening in the order of seniority. Since Gary Sosa decided to take on the Multi-Site Program, his current position as the coordinator for the Fallbrook Program will become vacant for the new faculty position.)

### **INSTITUTIONAL REVIEW AND PLANNING**

Lee directed the attendees to review the documents related to institutional review and planning included with the agenda for this meeting. The deadline to submit these documents is February 14, 2008. The College is using fall quantitative data for the Department to reflect upon and analyze. The College will look at a three year trend every two years. For this study the data included pertains to figures for fall 2004, 2005, and 2006. The data is separated into credit and non-credit and each has a set of ten questions that need to be answered using the data provided. Lee suggested that two groups could be created so that one works on the credit data and the other on the non-credit data. Shayla recommended that the Department takes on the questions by groups and in a manner so that everyone can contribute by adding their comments and observations. After looking at the questions, the Department concluded that there are only eight questions that the Department needs to answer. Shayla volunteered to serve as the person who would collect the information from all the participants. Gary questioned why the retention rate for the non-credit data was 100% for all three semesters. Marty suggested that in order to understand this data it would be best to consult with Michelle Barton. Lee encouraged the Department to answer questions one through four by next month's Department meeting.

### **BASIC SKILLS**

Marty stated that the College has received money from the state to fund basic skills students. Although, ESL students are not necessarily considered developmental students, the fact that they have language issues classifies them into the basic skills group. Therefore, the money addresses ESL students as well as those who place in courses that are below transfer level work. Marty reported that recently she had attended a conference in Atlanta where she learned about creating a learning center. Around the country learning centers are being created in a very innovative manner. The learning center should probably have classrooms that would provide learning communities so that ESL is connected with other departments on campus. Marty believes the College should hire a bilingual, certified counselor so that personal and academic counseling services would be available for students at the learning center. The learning center should also offer financial aid services. There should also be offices available for faculty to hold their office hours. Tutors specifically trained in ESL should be available for our ESL students. Workshops should be offered for students, faculty and staff on issues such as how to deal with the multi-cultural environment that we work and live in. A learning center would be a perfect place for part-time faculty to have office space to meet with students during their office hours. Marty believes that the Department should create a list of specific services that serve the needs of our students to formally submit to the Basic Skills Committee. Marty explored the idea of linking an ESL class with a Chicano Studies class because a lot of our ESL students take Chicano Studies. Marty asked the Department to think about the kinds of instructional equipment and materials specific for ESL students that are needed in the learning center. The Department agreed that trained ESL tutors are needed in the learning center. In addition, the learning center, especially in Escondido, should have an office for the ESL Student Specialist. Gary wondered whether it would be possible to have a learner library or collection of textbooks for people who are learning English. This would be like an ESL library or learning lab that would address the specific needs of ESL students. Anne asked Lee to find out the percentage of second language learner students that form the 31,000 community at Palomar College. Lee proposed that any ideas or comments regarding the creation of the learning center

and the needs of ESL should be emailed to Marty by the following week so she can present it to the Basic Skills Committee.

*At 11:05am the ESL faculty and staff went to the patio to take a group picture with Dean Garlow.*

### **RETREAT FOLLOW-UP**

On October 12, the nine ESL full time faculty members met for a team building retreat at the Pala Mesa Resort in Fallbrook. As a result of the retreat, a vision statement and a Team Building Commitment were developed. Furthermore, the ESL faculty agreed that the mission statement is still valid and the tag line should be: "Creating paths for a better tomorrow." The tag line will be used in all communication materials when we mention the ESL Department. In addition, the faculty decided to deactivate ESL 1 and ESL 2 from being published in the College catalog as credit courses. The Department used the vision statements developed via email by various faculty members as a starting point to develop and agree on the vision statement. The Department agreed on the following vision statement: "Our vision is that all English language learners will have the skills to be successful in achieving their academic, vocational and personal goals in life." In addition, the Department agreed on the following Team Building Commitment:

We acknowledge that diversity and dedication can create one harmonious sound; therefore we are committed to doing the following:

- (a) Trusting that we are all doing our best and working towards the same goal of student success, even though our approaches may be different.
- (b) Making others feel valued and important by treating them with respect and by letting them know that we care about them.
- (c) Dealing with issues that we have with others on an individual basis and in a constructive way.
- (d) Giving and accepting advice and criticism professionally and being willing to compromise when necessary.
- (e) Helping others to do their best by giving them the benefit of the doubt and making no assumptions.

Lee reported that on behalf of the Department a framed picture of the Department faculty and staff with Dean Garlow will be presented to her as her retirement gift. Lee wondered whether something else should be planned in honor of her retirement. Colleen and Marty suggested that Lee check with the Instruction Office to see if they have planned anything for Dean Garlow before the Department decides to arrange something for her. On another topic, Lee expressed his concerns about the Department's need to grow and capture non-credit students before they leave the program. Nimoli reported that on November 6 Marty and Marcela will go to the Escondido level 3 morning class to present to the students about the new VESL class that will be offered in the morning beginning Spring 2008. Marty clarified that there is really no prerequisite for VESL. It is only recommended that the student be in level 34. Marcela suggested that because this is the first time VESL will be offered in the morning in Escondido students should be registered during non-credit in-class registration. Marty suggested that one way of promoting our credit low enrolled classes is by having the ESL morning teachers promote or advertise these classes to their students.

### **LEARNING OUTCOMES**

Tracy reported that at a Learning Outcomes Committee meeting the Committee presented the Course and Academic Program Review Questions which will be a process that needs to be done in Curricunet. This process needs to be followed when programs and courses are updated. Departments who are reviewing courses every five years would need to go through

this process. For example, one of the questions relates to resources needed for ESL would be tutors. Marty encouraged the Department to email her or Tracy any feedback or comments regarding the wording on this new document so they can report it to the Learning Outcomes Committee.

### **SPRING 08 TEXTBOOK ORDERS**

Monica reminded coordinators to submit the Spring 2008 book orders for their program to her by the end of the day. She reminded them to write down the correct enrollment estimate on the book order form since the Bookstore will order exactly the amount of books requested on the form. Tracy wondered if there was a possibility that the Bookstore could send all the books for the Escondido classes to the Escondido Bookstore rather than splitting the order by having some books at San Marcos and some in Escondido. Monica mentioned that she would include her request with the book orders.

### **DONATIONS**

Monica reported that at the Fire Relief Forum it was said that if anyone would like to donate money to the fund they may do so at the Foundation Office. They will accept cash, checks, credit cards and gift cards of \$25 or more to Mervyn's and Target. The ESL Department is also collecting money for Starley Dullien, an adjunct instructor who lost her home in the Ramona fires. In other news, Monica informed that the Department has its own Slush Fund which was created by Jim Harlow. The money obtained for this fund came from left over registration money and other sources and has been administered by the ADAs. The money has been used for certificates, seals, small equipment, newspaper ads, and birthday cards. However, the slush fund is currently down to \$30. Monica mentioned that in the past teachers who sold books to book buyers donated money to the Slush Fund. Lynne clarified that the money was never a donation type of fund because it was really left over money from registration and books. Since they didn't know what to do with the money and the College didn't know either, it was gathered and the Slush Fund was created. At this point, the Department was inconclusive about what to do with the Slush Fund. Lee reported that the ESL Department currently holds an account with the Foundation, but since the Foundation has a new director the money might come back to the Department. The Department discussed the possibility of using this money for a scholarship or as a Book Fund for ESL students.

*The meeting was adjourned at 12:10 P.M.*