

DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE

Minutes September 5, 2008

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

The meeting was called to order at 9:37 A.M.

FALL 2008 PROGRAM REPORTS

Shayla reported that the San Marcos Morning Program has a total of 215 students enrolled, which is one student higher than last year. All the classes are full to capacity and most of the students on the waiting lists have already been accommodated. Lynne wondered whether the Department had problems accommodating the International Students. Shayla explained that due to a complication with the morning ESL 36 class enrollment capacity there weren't that many spaces available for the thirteen International Students that placed into ESL 36. However, some students were able to be accommodated. Lee reported that the 4:30pm Program in San Marcos has 146 students enrolled whereas the 7pm Program has 366 students. The Multi-Site/Saturday Program has 165 students enrolled this semester. Nimoli reported that the Escondido Morning Program, which consists of levels one, two, three, and the conversation class, has a total of 116 students enrolled. In addition, the level one class grew in size this semester. Thus, the class was moved to a larger room. Tracy informed the Department that there are 100 students enrolled in the 4:30pm Program and 427 students enrolled in the 7pm Program. In addition, her ESL 15 class in the evening at Escondido is full to capacity with thirty students enrolled. Therefore, that particular time slot is a very popular one for students who want to take a grammar class. She added that not all the students enrolled in ESL 15 also attend the Escondido 7pm Program. Marcela added that a lot of the students enrolled in ESL 15 are students who took ESL 36 and passed the class but failed to place into the Academic Program. Tracy mentioned that only two or three students admitted that they were taking the class because they didn't place into ESL 101. Colleen reported that there are 155 students enrolled in the six Special Topics classes and 350 students enrolled in the fourteen Academic classes. She added that several of these classes have more than thirty students enrolled. Gary informed the Department that all of the ESL classes at Fallbrook have 25 or more students enrolled. There are 231 students officially enrolled in the Fallbrook ESL Program and 31 students whose registration is pending. Jerrie reported that there are 120 students enrolled in the Ramona ESL Program. Marty communicated that the San Marcos VESL class has 32 students, the Escondido class has 22 and the Fallbrook class has 16 students. Thus, there are 70 students enrolled in the VESL program. She added that the VESL program received money from VTEA (Vocational and Technical Education Act), which is money overseen by Career and Technical Education. Therefore, they will continue to work on the VESL Dental Assisting Program, which has already been advertised on the VESL flyer to create interest. Marty hopes that by next year a Dental Assisting Program component will be added to the VESL class. Jose Luis reported that there are eleven INEA classes being offered this semester and about 500 students enrolled. This semester two INEA classes were cancelled due to the budget cuts the College is experiencing. Jose Luis distributed a copy of the 2007-2008 Non-Credit Matriculation Report to all the attendees. The report shows that the Non-Credit Matriculation Staff and ESL Specialists had 929 individual student office contacts, 2,923 contacts at the informational college orientations, 1,250 contacts during outreach events, 1,186 contacts during ESL

Compass Testing and 1,052 contacts during STARS Testing. Therefore, during the 2007-2008 academic year the staff had a total of 7,340 contacts.

SLO: STUDENT LEARNING OUTCOMES

Lee informed that the College requires each Academic Department to identify learning outcomes for one third of its courses every year for the next three years. The ESL Department has twenty five courses, thus, we need to work on a minimum of eight courses each year. Marty added that last year Tracy completed ESL 9 and ESL 10 and she completed ESL 98.1, 98.2 and 98.3. Marty clarified that we are required to identify SLOs for all the courses, credit and non-credit, that the Department offers. She recommended that the Department work on ESL 36 as a model to follow when working on the rest of the courses. Marty added that the language in the course outline has been changed. Lee mentioned that due to the new Title V language change there is a specific way of writing the course outline of record. Also, every course outline of record is required to include examples of an assignment, an exam, etc. If needed, once the SLO is completed, then the course outline of record will need to be changed in order to reflect the new changes. Lee read an email from Dean McDonald which encouraged the Department to get together to work on the SLOs for our courses. The Dean expressed that the Instruction Office is willing to provide their support in any way possible in order to get this task accomplished. Marty shared that Berta Cuaron will be offering workshops the first and third Friday of every month where faculty can meet and obtain support from other faculty members who have already completed the SLO process. Furthermore, Lee reported that according to Berta Cuaron, the timeline to address the lecture/lab issue should be to use this academic year to identify the courses that need to be addressed, start deciding what needs to be changed, and analyze the impact of those changes. The following academic year should be used to implement those changes. Lee suggested getting together at a retreat to work on these projects. Shayla suggested that a group be created that meets to talk about the rest of the courses that need to be completed and the overall impact these changes will have on the Department. At the end, the Department unanimously agreed to work on the SLOs for ESL 36, 101, 102 and 103 during this academic year. Shayla, Colleen, Carol and Lynne volunteered to work on ESL 36. Marty recommended that documentation be kept of formal discussions made regarding the SLO process because members of the Steering Committee will be collecting that evidence to present to the Accreditation Team.

ESL 36 AS PREREQUISITE FOR ESL 101

Marty mentioned that according to the Curriculum Committee the pre-requisite of ESL 36 for ESL 101 will go into effect beginning Fall 2009. Once the prerequisite comes into effect, anyone who takes ESL 36 and passes with a C or better will be qualified to take ESL 101. Shayla added that for Fall 2008, students will still be required to take the Compass Test at the end of ESL 36, but additionally students will be required to write an essay. However, students that take ESL 36 in Spring 2009 will not need to take the Compass Test at the end of the semester unless the Department would like to test students for research purposes.

FACULTY EVALUATIONS

Lee distributed a list of twenty-one part-time faculty that need to be evaluated this semester. Jose Luis pointed out that on the list Miriam Snyder is listed as needed to be evaluated, but the evaluation was completed. Colleen added that she did not receive the student evaluations until the end of spring semester. Thus, she is now ready to submit the evaluation. Lee will seek further clarification about Miriam's status. In addition, the Department counts three occasional

substitute instructors that are up for evaluation this semester. However, Lee was informed that occasional substitute instructors do not need to be evaluated unless they are assigned to teach a course for the remainder of the semester. Tracy will evaluate Deidre Cobbe, Christopher Corte, and Emaida Krvaric. Shayla will evaluate the instructors in her program: Irene Cross, Dan Dejong, and Kristine Coombe. Colleen will evaluate Alice Hodges, Susan Tarmas, Gail Voorhes and will complete Miriam Snyder's evaluation from last year. Susana Davis and Trevyan Thomson will be evaluated by Carol. Gary will conduct the evaluations for the Fallbrook instructors: Sheri Ortega and Allan Orth. Nimoli will evaluate Mark Devlin and Marianne Uribe. Lastly, Lee will evaluate Kevin Staff, Katrina Tamura, Gloria Villegas, and Angela Webster. Lee reminded the evaluators that the instructors being evaluated need to have the students complete a questionnaire in all the classes they are teaching this semester. Evaluations will be conducted beginning around the middle of the semester.

BASIC SKILLS

Gary wanted to let the Department know that this is a great opportunity for the Department to become more involved in the Basic Skills Initiative and to make their needs known to the College. He mentioned that the main topic is tutoring. There is a space that will be built in Escondido. Gary wondered what the Department will want to do regarding tutoring. He wanted the Department to think about the different scenarios regarding tutoring, the hiring of tutors, and the kinds of services that can be offered to students at this new Tutoring Center. Tracy believes that the training of the tutors is a key to the success of tutoring. Gary added that although a Tutoring Center is already available at the San Marcos Campus, the plans are to create a new model of tutoring at this new BSI center. Marty wondered if we can ask for a trained tutor to assist our ESL students during Open Lab in the ESL computer labs in San Marcos and Escondido and start something like an ESL Writing Center. Gary replied that BSI money would probably pay to start such a project. He added that a big theme at the BSI is how to keep students in the classes and how to assist them in making the connection with Counseling. Gary wondered whether ESL would be interested in connecting ESL classes with a Counseling class in some way. Lee shared that Gabriel Sanchez, the ESL liaison with Counseling, approached him regarding creating a Learning Community with the Academic ESL classes. The Department went on to discuss the possibility of creating such a Learning Community. Gary shared that another idea is that the BSI money and the HSI (Hispanic Serving Institution) money to pay for expanding the First Year Experience for incoming College Freshmen. A topic that has not been addressed is whether ESL or non-native speakers will have the same first year experience as everyone else or it may have a different meaning for them. Thus, Gary wonders whether a different First Year Experience for Non-Native Speakers should also be created. Gary encouraged the Department to let him know of any ideas or suggestions and he will relay the information to the BSI Committee. Lastly, Gary reported that he met with Mollie Smith, Director of Occupational and Non-Credit Programs, to discuss the possibility of including information about our non-credit ESL classes in the brochure they mail to all households advertising free non-credit classes. Mollie Smith demonstrated interest and support for this idea.

COMPASS TEST

Lee announced that the College of the Desert wants to come visit the Department to observe and learn about the Compass Testing procedure. The Department recommended that Lee ask the College of the Desert to come and visit during the next testing period. Also, Lee can email them any pertinent information about the Compass Testing procedure. Secondly, Lee informed that this semester the Consequential Validity Study will be performed for credit classes during Week 6. Lee will email all the samples to the Coordinators.

EARLY ALERT SYSTEM IMPLEMENTATION

Lee reminded the Department that on the IRP that was developed last year, we stated that we wanted to implement an Early Alert System by week 4 of each semester beginning Spring 2008. Lee would like this process to be more systematic: what questions to ask students, what are the guidelines, at what point are these students referred to the ESL Student Specialist, and how can we track these students. Tracy wondered whether a referral form could be created to give to teachers to give to students who need to see the ESL Student Specialist. Marcela thinks that we do not need to develop a set of questions because each student is different and each instructor has a different teaching technique. Marty suggested that as a Department we state that every instructor is asked to please screen students carefully by the fourth week and make sure that there's a personal contact with the student. In addition, she proposed to survey the instructors sometime during the semester to find out how many of them talked to students and whether they felt this was a successful method. Then, this information can be submitted with the next report. Lynne believes that it's the teacher's responsibility to talk to the students that are not doing well to find out if they have any issues that can be addressed. Tracy suggested that Lee send out an email to the ESL instructors to remind them of this process. Lee concluded that the Department will continue with the current procedure, he will conduct a survey at the end of the semester, and he will remind the coordinators to remind their instructors about the Early Alert System.

SUBSTITUTE POLICY

Tracy recalled that the old Substitute Policy stated that for a one day absence there will not be a substitute assigned to that class, but for a second day or long-term absence a substitute would be assigned to the affected class. However, the policy was later changed so that when possible a substitute would be found to cover the class even if it was a one day absence. Tracy reported that last semester her Escondido programs had a ridiculous amount of absences and she found herself constantly looking for substitutes. Therefore, Tracy petitioned to make it established that if an instructor calls the day of the absence, then the class would be automatically cancelled. Lee and Jose Luis argued that it would depend on the program whether the class should be cancelled or not. Additionally, Lee clarified that substitutes should be used in emergency cases only and that we all should be mindful of the loss of the many positive attendance hours when a noncredit class is cancelled. The Department concluded that the substitute policy should be reworded to state that it is up to the coordinator's discretion to provide a substitute for any class that a teacher cannot attend.

STUDENT GRADES

Marcela reported that she's had cases where students who are passing the General ESL Program, especially ESL 34 and ESL 35, with a C or better ask their instructors to re-issue a D or an F so they can repeat the class. Teachers are agreeing to this and giving the students a failing grade. The Department discussed the possible reasons and explored different case scenarios why these grades were given. The Department concluded that teachers should be reminded that these grade exceptions cannot be made. Moreover, Marcela should communicate with the coordinators about the specific teachers involved and then the coordinators will communicate with these instructors.

ANNOUNCEMENTS AND REMINDERS

Lee distributed the Accreditation Reference Guide to the full-time faculty and reminded them about the Friday workshops organized by Berta Cuaron. Moreover, he informed that the theme for this year's CATESOL is *Literacy for Life* and proposals are due September 8. All PD

contracts are due September 15 for part-time and full-time faculty via eServices. Lee announced that the Palomar College Counselors want the Department to attend a meeting to answer their questions, especially those related to the issue about ESL 36 and ESL 101 and address their concerns about students who pass ESL 103, but go onto English 50 rather than English 100. The meeting will be held on Wednesday, September 17 at 1:00pm. Lee will attend the meeting to listen to their concerns and answer their questions. Marcela explained that the issue started because a Counselor advised a student to take English 10 and not ESL although the student already had eligibility for ESL. The student was recommended to take classes that were not appropriate based on her English level. The student went to talk to Anne Stadler who asked Marcela to develop a new Educational Plan with the ESL eligibility. Marcela asked Tim Hernandez, the new Counseling Chairperson, to invite the ESL Department to attend one of their meetings to talk to the Counselors about the ESL Program and answer their questions. Lastly, Lee reminded the Department that the Noncredit Certificate Applications for this semester are due by September 30. Jose Luis will take care of the applications for the INEA program. ESL 36 teachers will be given the applications and they will have their students complete the applications in class. Once the applications are completed, ESL 36 teachers will submit them to the ESL Program Assistants in the office.

The meeting was adjourned at 12:05 P.M.