

Noncredit ESL Meetings

November 6, 2012 Morning Meeting

November 8, 2012 Evening Meeting

Present:

Division Chair: Alice Mecom

Full Time Faculty: Barbara Assadi, Megan Ernst, Paul Mayer

Morning: Hannah An, Misty Cho, Cheng Chuah, Harriet Cohen, Romina DerBedrossian, Edwin Fallahi, Glenda Gartman, Kathy Grammer, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Ewa Lichwa, Jane Lin, Jill McDowell, Rob Mott, Wayne Qian, Margaret Richer, Mari Sahakian, Marcia Sibony, Kathryn Son, Diane Starke, Dennis Van Bremen, Linda Young, Pat Zayas

Evening: Marina Adamian, Bob Ballenger, Brian Bennitt, Bette Bond, Rodney Borr, Inga Dabagyan, Dana Eusan, Cheryl Johnson, Mimi Khalel, Sandra Limina, Armen Kocharian, Kirk Olgin, Rebecca Rodrigues, Susan Ryan, Katherine Sarian, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Nune Yeganyan, Linda Young

Guests: Margaret Mansour—Mental Health

Minutes Approved as Written

Reorganization; Prop 30

As today is Election Day, it is too early to comment on Proposition 30. Dr. Riggs has been researching the feasibility of integrating some of the Credit and Noncredit ESL offerings to better serve the student population as well as saving the college money. At this time it is only in the discussion stage.

Fire Drill

A Garfield Campus fire drill will be held on December 5 at 1pm.

Classroom and Lab Equipment Training

Rosemarie Shamieh will hold trainings on Thursday, 11/8 & 11/29 from 11:45-12:30pm and Tuesday 11/13 & 11/27 from 5-5:45pm in room TR 211. Instructors are encouraged to attend.

Certificate Ceremony

The certificate ceremony will be held in room MP103 on November 19 at 11am. A discussion followed how best to recruit and advise students of the certificates. The following suggestions were made:

1. Students should fill out an application when they apply
2. Writing requirements on the instructor course overview
3. Placing large posters in the classrooms
4. Translations of the requirements in different languages
5. Certificates awarded sooner in the semester

Registration

Priority registration will be December 19, and open registration, December 20.

Spring Assignments

Spring assignments cannot be assigned until after the election and the outcome of prop 30.

Holiday Party

The holiday party will be December 15 at the home of Rodney Borr. Information on the party will be distributed at a later date.

Campus Tours

The morning tour had 38 students; the evening tour had 29 students. Alice took one group of students to visit a credit ESL class and reported the noncredit students were very excited and happy to visit the class.

Norming Sessions

The norming sessions are scheduled for November 16 and November 30. An additional session will be held on a Tuesday during class sessions; times to be announced. Instructors must attend one session. Pay will be allotted for one session only.

Duplicating Services

Only GCC class materials are to be sent to the duplicating center on the Main Campus.

Retention – New Enrollment Ideas

Alice presented a timeline designed to make it easier for students to enroll into classes. At this time it is a work in progress and all suggestions are welcomed.

Testing & End of Semester Questions

The writing prompts and rubrics can be found on the Instructor Resource page. It was suggested that using higher level students as volunteers to assist new students with the application and registration process would create a more welcoming environment.

Guild—Marcia Sibony

Mike Allen will be emailing a questionnaire to all adjunct instructors. Instructors should reread his last email. Marcia will plan a Garfield Guild meeting in the future.

Senate—Paul Mayer

Policies are being discussed on how long students should wait if an instructor is late to class.

College looking at how many degrees or certificates divisions offer in order to inform scheduling as well as overlaps in certificate offerings – could result in merging departments

Considering suspending “signature programs”, such as Baja

Focus of CC’s narrowed to helping people getting into credit or getting jobs