Noncredit ESL Meetings

December 4, 2012 Morning Meeting December 6, 2012 Evening Meeting

Present:

Division Chair: Alice Mecom

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

Morning: Hannah An, Susanna Aramyan, Marilyn Burghdorf, Misty Cho, Romina DerBedrossian, Edwin Fallahi, Glenda Gartman, Deborah Henneker, Claire Ingels, Annette Kargodorian, Ewa Lichwa, Jane Lin, Susanna Martirosyan, Kim Mac Donald, Jill McDowell, Rob Mott, Wayne Qian, Arusyak, Mari Sahakian, Valerie Silverio, Marcia Sibony, Kathryn Son, Diane Starke, Debbie Tannenbaum, Dennis Van Bremen, Nune Yeganyan.

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, Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Nune Yeganyan, Linda Young

Guests: Margaret Mansour—Mental Health Counselor

Garfield Campus Fire Drill—December 1

The parking lot will be closed at 1pm for a fire drill.

Registration

Priority registration will be December 19. Open registration will begin December 20. Both registrations will start 8 AM.

Spring Registration changes

Students who registered for more than one class, in the same time slot, will be dropped from all but one class. This should ensure that class and wait lists are accurate.

Pilot VESL class

An evening Level 3 class at the Garfield campus will be designated as a job themed class.

Spring Enrollment and Registration

The evening Noncredit ESL program has shown low enrollment overall. Classes that start with less than 15 students may be cut. Alice is considering the possibility of asking teacher to change levels. It is important that all students are registered. Instructors can give Marie names, ID numbers or birthdates of students who need to be registered for their class.

Holiday party

The holiday party will be December 15 at the home of Rodney Borr.

Garfield Campus Winter Hours & Testing Schedule

The Garfield campus will be open Monday through Thursday 8:00am to 9:30pm. The college will be closed on Friday. The MP 309 lab will be open from 9 AM to 4 PM Monday Through Thursday. Marie will be holding office hours at the main campus every Wednesday during the winter. Testing at Garfield will be Tuesdays at 1:30 & 6:00 PM and Thursdays at 9 am.

Exit tests

All students must pass the Grammar test with 70% to pass into the next level. The scoring information will be resent by email. A discussion followed regarding the exit tests.

Norming workshops

The workshops have been rescheduled and instructors will be contacted by the level leaders. The level leaders will make a final report to Alice of the findings.

Enrollment

For the spring 2013 semester a new system will be implemented to ensure all students are enrolled. More information to follow.

Certificates

Framed samples of the certificates are on display office. A *steps to success flier* will be designed to be given to all students. It was suggested that moving the ceremony to the beginning of the semester might be more conducive in encouraging student interest in earning a certificate.

Marcia Sibony

Discussions are: Moving up the spring semester and having a longer summer session. All instructors need to check with HR to be sure they are on rehire right list if applicable. Instructors need to read all emails that are sent from Phyllis Eckler and Mike Allen.

Paul Mayer

Dr. Riggs held a town hall meeting for all staff and discussed the lack of funding and possible of reorganizing. At this time everything is very vague.