Noncredit ESL Division Meeting October 1, 2013 & October 3,2013

Present:

Alice Mecom, Division Chair

Full-time: Barbara Assadi, Megan Ernst, Karen Hamilton, Paul Mayer, Debbie Robiglio

Morning- Hannah An, Susanna Aramyan, Bette Bond, Marilyn Burghdorf, Misty Cho, Harriet Cohen, Caroline DePiro, Romina DerBedrosian, Karen Deukmejian, Fanshen DiGiovanni, Megan Ernst, Edwin Fallahi, Deborah Henneker, Claire Ingels, Daniel Janoyan, Cheryl Johnson, Annette Kargodorian, Jane Lin, Kim MacDonald, Jill McDowell, Susanna Martirosyan, Paul Mayer, Rob Mott, Wayne Qian, Margaret Richer, Debbie Robiglio, Rebecca Rodrigues, Arusyak Sargsyan, Mari Sahakian, Marcia Sibony, Kathryn Son, Debbie Tannenbaum

### **Guests:**

Brenda Jones---Library Liaison
Margaret Mansour—Mental Health Counselor
Elodia Collins—CCCP Tours
Tina Andersen-Wahlberg—Program Director, Disabled Students

**Evening-** Hannah An, Marina Adamian, Miriam Aintablian, Bob Ballenger, Andrew Bunnell, Rodney Borr, Patty Carroll, Carolyn Corrie, Dana Eusan, Rocio Fernandez-Presa, Carlos Gozalo, Natalie Keshishian, Mimi Khalel, Miriam Krawchuk, Sandra Limina, Anahit Makhmuryan, Kirk Olgin, Alfred Romulo, Susan Ryan, Katherine Sarian, Robert Shields, Marcia Sibony, Valerie Silverio, Esthella Siegrist-Torres, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Dennis Van Bremen

The meeting started with Alice thanking the teachers for all their hard work and giving them an example of a verbal lesson to use in the classroom.

#### **Guest Presentations**

### **Brenda Jones-Library Liaison**

Brenda will be the library liaison during Zo Kaye's absence. The GC library hours are M-Th 10am-1pm, Wednesday 5:30 to 8:30pm. Library tours may be arranged by contacting Brenda. She is also available to do classroom presentations. Classroom sets are also available for checkout. It was suggested that the library terms be translated into Arabic and Russian. Brenda can be reached at ext. 5578 or by email at bjones@glendale.edu

### **Elodia Collins---CCCP Tours and Transfer to Credit Workshops**

The Verdugo Campus tours will be on October 29. There will be two tours; 8:30-11:30am and 6:00-8:45pm. Offsite locations may meet on the Main Campus to join the tours. The transfer to credit class workshops will be held on November 12. There will be 3 sessions; morning, afternoon, and evening. Elodia will be planning classroom presentation to levels 3, 4, and 5. Elodia can be reached at ext. 5803 or elodiac@glendale.edu.

## Tina Andersen-Wahlberg—Program Director, Disabled Students

Deborah Kinley is working with Tracey Ziegler to improve the process of referring Garfield students who have disability issues to the Students with Disability center on the Verdugo Campus. The instructors indicated that it would be helpful if teaching students with disabilities workshops were held at the Garfield Campus. Students with disabilities must self-identify. It was also suggested that it would be helpful if an information table was set up at the Gar field Campus. Tina shared a link from the DSPS website that offers modules on how to teach students with various disabilities. Alice forwarded the link to all instructors during the meeting. There were questions about how to know when to refer to Margaret Mansour or to DSPS. Instructors with questions should contact Tracey Ziegler at ext. 5451 or email her at tziegler@glendale.edu. They can also email Tina Andersen-Wahlberg at tinaa@glendale.edu.

### **Noncredit ESL Scholarship**

Karen Deukmejian is working on setting up a Noncredit ESL Scholarship. Instructors who would like to donate can find envelopes in the teacher's resource room. The qualifications of the scholarship can be determined after the scholarship funding has been established.

## **Armen Kocharian GCC Library Room Dedication.**

It was reported that the foundation did an excellent job with the dedication of the room in the GCC library honoring Armen.

### **Certificate Ceremony**

The ceremony will be held on Tuesday, October 15 at 11am in room MP103. Alice is looking for speakers and suggestions from instructors are welcome.

#### Winter Intersession

Winter intersession dates are January 6 to February 14. It was noted that January 6 is Armenian Christmas. The question was asked if an instructor teaches winter will it disqualify them from teaching summer. Alice will be checking on the policy. Alice is working with Kathy Flynn, the Credit ESL Division Chair, to create a symbiotic relationship between the credit and noncredit ESL divisions to improve student attendance on the Verdugo Campus for both divisions. The idea of providing students bus maps was proposed to boost Verdugo Campus attendance as well.

### **Transportation and Parking**

Beeline bus passes are available on the Verdugo campus in the business office. Bus routes can be found on the college webpage. Flex is available for any instructor willing to prepare ESL friendly information for students on the various means of transportation.

\*Ali is conducting a survey to measure the impact of changing the row of staff parking against the north gate to "staff parking before 5:30 pm"

**Fire Drill\*:** During the evening meeting, a campus officer announced procedures for a fire drill that will occur at Garfield on 11/13 7 pm

## Staff Development Workshops and CATESOL—Megan Ernst

Megan is in the process of scheduling workshops for the Garfield Campus. She requested that those who had not returned the survey she distributed, to do so as soon as possible, to assist her with the planning of workshops. The first workshop will be on Friday, October 4. The presenter will be Kevin Keating. There is money for the CATESOL conference. Instructors wishing to attend should see Megan for information. Funding is limited, so the first 10 requests will honored. Attendees will be asked to present at future workshops to share what they learned with their colleagues.

#### **Book Exchange Day**

Margaret Mansour suggested a book exchange day where students could exchange or sell unneeded text books.

### **Strengthening Student Success Conference**

Karen Hamilton and Alice will be doing a NC ESL Pathways presentation.

### Flex obligation

Flex Obligation is 14 hours.

#### **Noncredit ESL Tutors**

Tutors are available from 11:45 to 1pm and 4:45-6:00pm, Monday –Thursday.

## **Holiday Party**

Any instructor who would like to host the party should contact Alice

## **Policy Updates**

- 1. No make-up testing unless extenuating circumstances are approved by division chair (no travel or childcare excuses)
- 2. After 10 weeks students will be placed one level lower with receiving instructor having discretion to advance student one level based on classroom performance.
- 3. No new students during the last two weeks of the semester.

## **Final Assessment Information**

Verbal assessment revision is pending. There will be norming sessions before the verbal assessment is finalized and implemented.

## **Full-time Faculty Meeting Topics**

Placement test procedures, short session testing, and grammar test versions are the topics of the meetings.

# **Pathway Implementation**

The level 3 and 4 evening Main Campus NCESL classes are being offered within a vocational context

## Senate—Paul Mayer

Ancillary activity stipends are available. An email with the available activities and how to apply will be emailed.

### Guild

No official report

#### **Announcements:**

## Tina Tarnelli & Noriko Yamamoto

Tina has sold her home and is moving to Oregon. Information regarding a farewell party was distributed. Noriko has retired and is moving to Japan, but requested that no send-off be held.

#### Nune

Meeting Adjourned

\*Evening Meeting