ESL Faculty Advisory Group Meeting
Minutes
June 5, 2018 (T) 1:15 PM – 2:45 PM
Bldg. 66, Room 286

Membership (2017-18):

<table>
<thead>
<tr>
<th>Role</th>
<th>Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Dana Miho</td>
</tr>
<tr>
<td>Secretary</td>
<td>Janna Brink</td>
</tr>
<tr>
<td>Beginning Level Reps.</td>
<td>Andrea Sunnaa (AM) &amp; Jung Kim (PM)</td>
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<tr>
<td>Beg. / Int. Level Reps.</td>
<td>Kristi Kletzien (AM) &amp; Orna Carmelli (PM)</td>
</tr>
<tr>
<td>Intermediate Level Reps.</td>
<td>Laura Bishop (AM) &amp; Luisa Giron (PM)</td>
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<tr>
<td>Advanced Level Reps.</td>
<td>Rita Van Dyke-Kao (AM) &amp; Doug Evans (PM)</td>
</tr>
<tr>
<td>Counseling Rep.</td>
<td>Michael Ngo</td>
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All members and representatives present.

Guest: Kari Bang

1. Welcome – Dana Miho

2. ESL Senator Report – Rita Van Dyke-Kao

The Mt. SAC Academic Senate met on May 10 and May 24.

- All new faculty must attend a mandatory 3-hour orientation training. This is currently being initiated by the Faculty Association in collaboration with Human Resources. An adjunct faculty webpage developed by Julie Laverty and hosted on the POD website has been created to support this effort. An Adjunct Faculty Professional Development 3 LHE position to support ongoing training efforts is being created in 2018-19. Adjunct Faculty Information Page:
  http://www.mtsac.edu/pod/resources/adjunctfacultypage/adjunctfacultypage.html

- Associated Students is currently collaborating with Facilities and the Student Health Center to implement a pilot Feminine Hygiene Project program. The goal of this program is to place feminine hygiene products inside of bathrooms for those who need them. A.S. President Brian Moon is heading this project.

- Professional Development Council: A One Book, One Campus effort will be announced soon for implementation in Fall 2018. A team of students, faculty, staff, and managers have selected the book: *Hyperbole and a Half* by Allie Brosch which is a (semi) graphic novel that deals with depression. Efforts are underway to build partnerships on campus. Professional learning programming will be developed in support of this initiative.
President’s Advisory Council approved the Climate Action Plan which identifies goals of reducing Greenhouse Gas Emissions and waste by 20% in 2025, 50% by 2035, and 100% by 2050; incorporating sustainability into our curriculum, professional development and research; and institutionalizing the work by hiring a Sustainability Director and Faculty Coordinator.

Board of Trustees November Election: The Faculty Association is pleased to announce a candidate open forum for Area 2 (David Hall’s former area) on Tuesday, 5 June at 4:00 p.m. in room 28A-103. We encourage anyone interested in running for the Area 2 seat to participate. We expect this to be an informative opportunity by which to discuss topics important to the college and our community. The information gained via this forum will be used by the FA in determining which candidate to support. A similar forum for the other areas up for election will take place at the start of the fall semester.

The Faculty Association will once again provide worthy students with cash awards funded by direct donations and the proceeds of Puttin’ on the Hits. Please mark your calendar to attend our Faculty Association Award Ceremony, which will be held between 2 and 4 PM on 9 June in Founders Hall. All faculty are invited, and the stories our winning students tell make for an uplifting end to the Spring semester. The FA would like to thank Wells Fargo Bank for their generous support.

Next Full Senate meeting: June 7

3. Counselor Report – Michael Ngo

- John Pellitteri’s last day is Monday, June 25, 2018 (sabbatical)
- New adjunct counselors: Tom Dwyer and Maribel Gonzalez
- ESL Good News
  ESL Instructors – We are looking for student success stories or would like to showcase any great writings from your students. Please send in Word format to Michael Ngo.

4. AEBG ESL Workgroup Update – Rita Van Dyke-Kao & Luisa Giron

- Rita and Luisa will send out an email asking instructors for volunteers to pilot the AEBG progress report form in Fall semester.

5. CASAS Make-up Process – Kari Bang

- In Summer intersession and Fall semester, Kari will schedule each class to come to the lab for CASAS e-testing each time CASAS is required.
- Make-up exams will be paper tests in the classrooms or instructors can send students to the ISO.
Kari will try to make the schedule and send the information to instructors before the semester begins so instructors can add the dates to their syllabi.

6. Revised SCE Syllabus Guidelines – Dana Miho

- In future intersessions and semesters, Dana will send out an email with links to the ESL weebly webpage for instructors to find course information (description, course measurable objectives, and SLOs) for syllabi. Instructors only need to copy and paste into syllabi.

- On the ESL weebly page, click on “Instruction” and go to “Course Outlines & Syllabi” for level and skills class information.

7. 2018-19 ESL Faculty Advisory Group – Dana Miho

- Dana will send out an email before the end of the semester asking for instructors who are interested in being representatives for their levels on the Faculty Advisory Group 2018-19 to contact her.

- Functions and responsibilities of the Faculty Advisory Group representatives can be found on the weebly webpage under “Instruction” and “Faculty Advisory Group.”

9. Announcements – Dana Miho

- Noncredit Flex Day is now called “SCE Faculty Professional Development Day.” It is tentatively scheduled for Friday, September 7 from 11:30 AM to 4:00 PM.

- STAR Project Final Presentations will be on Monday, June 11 from 1:00 to 2:30 PM. All faculty are invited. Instructors will be paid for one NTFA hour. RSVP to Dana.