ESL Faculty Advisory Group Meeting
Minutes
October 3 (T) 1:00 PM – 2:30 PM
Bldg. 66, Room 286

Membership (2017-18):

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

1. Introductions, Group Function, & Member Responsibilities
   - Representative duties are for one academic year – through June 2018
   - Meetings are the first Tuesday of each month – three times a semester
   - Representatives are to reach out to fellow teachers to get feedback on upcoming Advisory Group topics. Discussed the best ways to communicate with other teachers – via email, face-to-face, mail folder. Michael Ngo suggested asking teachers which way they prefer.
   - Faculty Advisory Group will discuss the upcoming ESL retreat in winter – some possible scheduling problems due to the winter class schedule. There was a request to review SLOs at the winter retreat including the reasoning behind SLOs and what SLO outcomes mean for teachers and students.
   - Advisory Group minutes will be posted on Weebly

2. ESL Senator Report – Rita Van Dyke-Kao
   - Noncredit division will send a team of faculty and managers to the Guided Pathways workshop in San Bernardino on Friday, Oct. 20
   - Noncredit is in the midst of ACS WASC self-study process. Accreditation team visit is scheduled for April 29 – May 3, 2018
   - AB 214 was approved. This bill will address reducing hunger and homelessness among college students
Professional Development Council has already approved 37 conference and travel requests for 2017-18. The annual funding maximum per employee has been increased from $1500 to $1800 (until all funds are expended). ESL instructors need to submit their Conference and Travel Forms to Marchelle.

The AB 1887 travel ban does not apply to community colleges.

While there is a continued decline in the number of full-time students, the college is seeing a steady increase in part-time students, consistent with an improving economy. The college has also increased its marketing efforts.

Mt. SAC Faculty Association will send out its annual negotiations survey in late Oct.

3. Counselor Report – Michael Ngo

Career Guidance Center (CGC). The Counseling Team is working on an Open House date and invite all ESL classes to visit. The CGC has Vanessa, Cindy and Michael. CGC is located in 66-130 (other half of ESL Library).

Multiple Measure is coming out soon. It probably won't affect our population. However, it's best to send students our way if there are any questions about it.

ESL Counselors are also visiting Rio Verde to show presence and assist any students with their career and educational planning.

ESL Counselors are available to assist any students / classes claim their Mt. SAC Portal Account. The Mt.SAC Portal Account allows students to connect to the Mt. SAC WiFi, Mt. SAC email, access to their transcripts, parking services, etc.

ESL Counselors are also available to do other presentation in the classroom as it may relate to career/education or Mt. SAC matriculation. Teachers are also encouraged to send students to the counselors to receive advice on Mt. SAC matriculation.

4. Faculty Syllabi Review Feedback – Laura Bishop, Luisa Giron, Kristi Kletzien

What were some of the issues that you noticed with the new syllabus guidelines?

Needed to make it clear to teachers that office hours were noted on all syllabi, even skills classes. Some teachers thought that each class needed different times for office hours.

Note: Teachers get paid for one office hour per week. That office hour is available for all students: level, speaking, writing, TOEFL, citizenship, VESL

Must there be a weighted percentage for assessment (attendance, quizzes, exams, etc), or is it OK to list grades (P, SP, NP)?

Ans: There are two parts to the grading policy in the guidelines, part A and part B, and teachers must include both of all syllabi. As long as there are methods of assessment and numbers or percentages for passing, the syllabus will probably be OK with the committee.

Ans: Now that students can see their grades in their portals, maybe P, SP, NP grades should be explained in syllabi.
Kristi thanked Dana for making the review team’s job easier by sending out all the information in detail to teachers.

There was also some confusion between an SLO and a Measurable Assessment. There are no more measurable assessments, only SLOs.

5. Welcome Back Meeting Agenda Feedback
The Welcome Back Meeting Agenda is too long to cover all of the material in 90 minutes. What should be included in the meeting?

- Reps think that only information pertinent to teachers getting started for the semester and/or students should be included. All other information should be sent in emails.
- Jody suggested not discussing division updates, but instead encouraging teachers to attend the Division PD (professional development) meeting.
- Reps also suggested sending out a survey about what is important to have on the agenda. Teachers can rate each item as to its importance and what they’d like to hear about.
- Discussed whether or not in-service meetings and midterm workshop are really necessary. Can we combine the meetings?
  Ans: A survey was done a while ago about the midterm workshop, and teachers wanted to continue it. Reps think the meeting is beneficial for new teachers, but doesn’t seem to be as productive for others.

6. New SLO 4-year Assessment Schedule (see the attached SLO schedule)

- Dana explained that ESL Dept. only needs to do one SLO per class every four years. We are following the credit model for SLO assessment.
- Course SLOs will be assessed in fall semesters.
- Department (Basic Skills) SLO will be assessed in spring semesters. This SLO will be based on the division ILO for each year.
- All reps accepted the new 4-year SLO plan and Dana will notify all instructors and post in the Staff Lounge and ISO.

7. Nomination for 3rd Annual Celebration of Adjunct Faculty

- Faculty Advisory Group received 3 nominations: Rita Van Dyke-Kao, Anne Im, and Miha Hayes.
- Reps voted and the winner is Anne Im. Congratulations!

8. Additional EL Civics Objective for All Levels in Winter (see the attached EL Civics objective)

- ESL Instructional Support Manager would like to use EL Civics Objective 48, Technology Use, for all level and speaking classes in winter session 2018. Beginning levels – tasks 1 and 2, Intermediate and advanced levels – tasks 1 and 3
Actual tasks will be developed by faculty.

It’s necessary to do different objectives so there isn’t too much overlap from semester to semester. ESL gets more payment points if different objectives are assessed.

Reps agreed to implement the new EL Civics in winter but have concerns:

- The EL Civics project from last summer session has many inconsistencies. The new objective and tasks need to be proofread better.
- Because winter session is even shorter (7 weeks), the assessments need to be ready to go at the very beginning of winter
- Tasks need to be very easy for teachers to grade due to time constraints
- Would be helpful if IAs could help with assessments and grading

Next meeting: Tuesday, November 7, 2017