

Noncredit ESL Meetings

March 5, 2013 Morning Meeting

March 6, 2013 Evening Meeting

Present:

Division Chair: Alice Mecom

Full Time Faculty: Megan Ernst, Paul Mayer, Karen Hamilton

Morning: Hannah An, Bette Bond, Marilyn Burghdorf, Misty Cho, Harriet Cohen, Caroline DePiro, Romina DerBedrosian, Karen Deukmejian, Edwin Fallahi, Glenda Gartman, Kathy Grammer, Deborah Henneker, Claire Ingels, Daniel Janoyan, Annette Kargodorian, Arlene Kushida, Jane Lin, Susanna Martorisan, Kim Mac Donald, Jill McDowell, Wayne Qian, Margaret Richer, Arusyak Sargsyan, Mari Sahakian, Marcia Sibony, Kathryn Son, Diane Starke, Debbie Tannenbaum, Noriko Yamamoto, Linda Young, Pat Zayas

Evening: Marina Adamian, Mariam Aintablian, Susanna Aramyan, Bob Ballenger, Rodney Borr, Inga Dabagyan, Dana Eusan, Carlos Gonzalo, Mimi Khalel, Sandra Limina, Anahit Makhmuyan, Susan Ryan, Katherine Sarian, Tina Tarnelli, Thelma Torio, Hasmik Tovamassian, Larry Watts, Charlene Worthley, Dennis Van Bremen

Guests: Margaret Mansour—Mental Health Counselor

Elodia Collins—CCPC Counselor

Zo Kaye—GCC Librarian

Welcome Packets—Margaret Mansour

Instructors were requested to return the welcome packet order form so the packets can be prepared. Classroom visits will be made to the Literacy and Level one classes. All new students in Level 2-5 should be sent to the new student orientations. A flier with the orientation dates was distributed.

Dealing with Disruptive Students—Margaret Mansour

Information with procedures on dealing with disruptive students was distributed. Margaret is always willing to assist instructors if needed. Deb Kinley is working with the Center for Students with Disabilities at the Main Campus to develop a system for assisting our students.

Main Campus Tours—Eloida Collins

Main Campus tours for the CCPC program are scheduled for May 7 from 8:45 to 11:30am and 6:15-8:30 pm. Tours are for Levels 3,4,5. CRESL students may also attend. Follow up workshops will be held 2 weeks after the tours to assist students who want to enroll in Credit classes.

Library Information—Zo Kaye

Zo distributed a pink half sheet with information regarding the Garfield Library and online services available to instructors.

New VESL Full-time hire

Karen Hamilton, the new Full-Time VESL instructor was introduced.

Armen Kocharian

A moment of silence was observed in observance of his passing. Money was collected for flowers or a plaque in his honor.

Registering Students

All students who are on the PAS and have reported hours must show as enrolled. Students who are collecting hours and are shown as waitlist are not enrolled and do not show up in the final accounting. Instructors should contact Marie with a list of names and student ID numbers of students who need to be enrolled.

EL Civics and CASAS Testing

The EL Civics and CASAS Testing are very important for the Noncredit ESL program as it provides valuable funding. This year EL Civics will have makeups.

Writing and Literature Sets

Writing and Literature Sets are located on the bookcase in the Garfield office and are available for check out and classroom use. There are also sets on the Main Campus as well. It was suggested that a library cart be purchased to store the books.

Book Sale

The book sale will be Wednesday, March 6 and will start at 7:45am. Volunteers are welcomed to help with the sale.

Student Writing Skills

Noncredit ESL students are showing advancement in writing skills. The writing prompts for Levels 4 & 5 will not be given in advance.

Peach *Student to Success* Certificate Flier

The flier created by Alice has proven very helpful in creating student awareness of the Certificate Program. It was suggested that a life skills pathway be added to the flyer.

OBT 70 & OBT 71

The OBT beginning computers for ESL students will be bridged with the Business Introduction to computer class. Jan Young will be a guest speaker at our next division meeting to provide more information.

Certificate Ceremony

The Ceremony has been moved up to the beginning in the semester, as it was felt students who have earned a certificate in the previous semester should not have to wait as long to receive their certificate. It was suggested that we post video of students talking about their pathways after receiving the certificates to help market them. It was also suggested that Jan Young and Elodia Collins come to the ceremony to discuss pathway options.

Summer

A tentative date has been set for 6/24 to 8/1 with 9 classes at 12 hours each.

Senate—Paul Mayer

The Senate Town Hall meeting will discuss if GCC should eliminate winter and move spring up earlier in the year.

Guild—Marcia Sibony

Nominations are coming up. Phyllis Eckler will not be stepping down and her position will be open. Marcia Sibony's position will be open. Anyone interested in running for office can contact Marcia for more information.

Meeting Adjourned.