

ESL Department Meeting Minutes November 16, 2023

Attendees: Elise Geraghty, Matt Kline, Rebecca Loya (Zoom), Debra Mochidome, Jenny Simon, Evelyn Uyemura, Laila Dellapasqua (PT), Scott Kushigemachi, Allison Carr, Erica Soohoo

General Business:

- Textbook Approval (Scott/Rebecca)
For new textbooks which have never been used, contact Rebecca.
- ESL Video (Rebecca)
Rebecca shared a video of her ESL-53B students using the markers and large Post-It notes for an activity.
- Annual Planning (Scott/Allison)
Allison went over each item of the annual plan document to confirm with faculty whether the items were still necessary. Scott added that faculty can email any additional suggestions to Allison.
 1. Staffing: Develop resources/noncredit class to help ESL students succeed in online classes and teach computer skills – No, remove as this is already happening
 2. Staffing: Revive release time for ESL faculty for AB705 – Yes, still needed
- NESL PT Hiring (Allison)
Noncredit ESL will need an increase in the future, so noncredit ESL will be hiring new instructors. Allison and Matt will be on the committee. Matt also shared updates regarding noncredit ESL, including that Community Education will be merged with noncredit, the old Student Services building will be the hub for noncredit and Community Education, and that noncredit will be moved under Library and Learning Resources.
- Holiday Party (Scott/Allison)
The Holiday Party will be held on Thursday, December 7th from 1:15 p.m. to 2:45 p.m. in the Mailroom on the 2nd floor. To RSVP, fill out the Google form.

Updates:

- Academic Senate (Stephanie B., Erica B., Kevin, Brent)
 - Winter Teaching Academy for Continued Learning is a professional development opportunity, which is available to faculty.
- Counseling Announcements (Rocio)
 - Rocio shared hours for LCJ drop-in, general, and express counseling, as well as important dates that are coming up.
- SLO (Kevin, Andrew, Elise)
 - PLO Assessment Process Revision (Kevin)
Kevin shared that some departments on campus have had issues with timely submission of PLOs and suggested that PLOs be folded into Program Review. Faculty voted to fold the PLO assessment process into Program Review.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
Susan shared that the Federation will be having a holiday party. More information will be sent out.
- Guided Pathways Items (Chris P., Argelia)
The LCJ logo is being redesigned and a vote will be taken to select the new logo. Contact Chris P. with any questions.

- ASO (Llenny, Emily)
No ASO representatives were present at this meeting.
- DCC (Chelsea, Matt K.)
Matt shared that there will be a vote today regarding English 1AE. Allison encouraged ESL53C instructors promote English 1AE classes in the spring to ensure students are aware and enroll. Scott mentioned that faculty should keep English 1AE in mind when submitting future schedule requests. Elise asked about minimum qualification requirements, and Scott confirmed that ESL instructors can teach ESL, English 1A, and the future English 1AE.