

## ESL Department Meeting on October 10, 2019

### In Attendance:

Geraghty, Elise

Loya, Rebecca

Uyemura, Evelyn

Kline, Matt

Mattern, Mora

Kushigemachi, Scott

Savina, Jelena

### Announcements:

- Scott reminded everyone that the annual Earthquake Drill will take place on 10/17/19 at 10:17 am.
- Dean Breckheimer will be away until 10/28/19.
- Scott asked everyone to read Dean Shankweiler's email with instructions on how to complete the Professional Development Plan, required by all full-time faculty. After completing the Plan and Submitting it on Cornerstone, full-time faculty can receive one hour of flex credit (one-time only).
- Scott asked if those who are being evaluated or who are evaluating someone this semester had any questions about the new online procedures: Review Snap for Peer Evaluation, Self Evaluation, and Conference Report. No one had questions. Evelyn commented that the online instructions and forms were easy to follow.
- Canvas for Student Surveys – Evelyn and Elise shared that the process of asking students to take the student survey on their phones via Canvas went fine. Evelyn noted that there were a couple of students who had trouble with Canvas, so they were asked to fill out the student survey using the pencil-paper form. Scott explained that although this is not the optimal way, both the pencil-paper and online forms will eventually be combined. Elise noted that students tend to stay on their phones after they've completed the student survey, so instructors should monitor students carefully and ask when they are finished the survey. Scott suggested that evaluators tell evaluatees to get started on their self-evaluation report as soon as they can and to expect the student survey results a few days before the self-evaluation is due.

## **SLO Updates**

- Mora congratulated the Division and Department for 100% completion for SLO and PLO reports.
- SLO Report Assignments for Fall 2019:
  - ESL 02D – Matt
  - ESL 03D – Matt
  - ESL 51A – Evelyn (A part-timer is teaching the one section this semester.)
  - ESL 51B – Allison and Elise
  - ESL 51C – Evelyn
  - ESL 52A – Rebecca
  - ESL 52B – Rebecca (SLOs 1 – 4)
  - ESL 52C – Matt
- Adding Mirrored Courses to SLO Reports – Discussion was made about whether mirrored courses should be included in regular SLO reporting. There were mixed feelings about this since students who are taking mirrored courses are not getting a grade and, therefore, may not be doing all of the assignments or taking all of the exams.

## **Curriculum Updates**

- New Course OR Course Review Proposals to Chelsea by Week 8 of previous semester – Chelsea has requested this because she has been manually entering changes. In addition, it takes time to add proposals to the timeline and get them sent to the curriculum office.

## **AB705 / Hour-Units Follow-up**

- Update from CO – The Chancellor's Office is likely to extend the use of ACCUPLACER to July 1, 2021, and the use of our current writing placement assessment tool is currently approved (probationary -- some updated data from IR still needs to be submitted).
- CELSA – Scott, Matt, Elena, and anyone else who is interested in participating, will be meeting to discuss non-credit placement and scheduling. CELSA may be

the best option for non-credit placement; however, currently, there are no cut scores.

- Updates re: Neighboring Colleges? -- Research will continue to be done on ESL course sequence/curriculum at neighboring colleges.

### **Sample Writing Prompts**

- Purpose / Process – At the last meeting, faculty brought up instances when students have wanted to skip levels, for example, skipping ESL 53B to get to ESL 53C, or skipping ESL 52B and 53C to get to English 1A. There are different ways students could challenge such prerequisites, but one way would be for the student to take a “test,” perhaps during the instructor’s office hour. Then, two instructors would read the essay and decide whether or not the student is ready for the succeeding class.
- Prompts – Evelyn voluntarily put together four examples of summary-response prompts that could be given to students who want to skip ESL 53B.