

ESL Department meeting

Tuesday, September 07, 2010

In attendance: Katie Schertle, Alicia Aguirre, Jacque Phillips, Liz Schuller, Anniqua Rana, and Jeanne Gross.

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TBA

Workshop information needs to be made clear to students
Students have the option to attend workshops or work on-line
Make clear to students that here are the number of hours for in-class and homework assignment
HW: activities related to in-class assignment, textbook reading
TBA: activities that students can select related to the course content
Record the information through graded assignments
Pearson Web training....Jeanne will hold a training for Alicia and Jacque
Tracy can also be contacted
Capture on Jing to make available for following semesters
Focus on Pronunciation CDs needed.
You-tube and Jing to be checked in 13-11
Katie will be sending a document with information in Learning Center to TBA workshops
Here is her document-thanks Katie:

ESL Department To Be Arranged (TBA) Policies

TBA assignments are part of all ESL courses. They *replace* one hour per week of homework time. This means students are not being asked to do any additional work outside class than the normal number of homework hours for a given class. Therefore, ESL students taking any courses that have a TBA component are required to do the TBA work for each class; they are not exempt from doing TBA assignments for one class because they have them in another. The TBA assignments themselves may vary, depending on the course and instructor. Some instructors will ask their students to attend workshops in the Reading/Writing Lab. Others will assign online activities that students can do any place off campus with Internet access. Still others may assign a combination of lab and online assignments.

The idea is to allow some flexibility for students in terms of fulfilling the TBA requirements for their classes while at the same time providing them with opportunities to supplement their regular coursework with supportive and engaging activities outside the classroom environment.

TEXTBOOKS

Grammar Writing texts: Katie will adjust the documents about the guidelines for texts
November: Panic meeting ...review COR related to text and summary sheets.
CBET is creating a reader for ESL 901 available on the VESL site on-line for faculty usage
ESL 921 are all using *Focus on Grammar*

PLACEMENT TESTING

Download this document: <http://www.box.net/shared/3h4hy95bpt>
Placement test results from 2009 and 2010 need to be studied to decide on next steps.
NEEDS: Guiding new students. Students need to be guided about courses they need take by faculty and counselors.
Complete a level before they go on...
How do we address this problem?
Validation of placement information...at what point in the semester was the test validated
What are the placement possibilities
Action: Email to counselors about guiding students make information available on website
Develop a cheat sheet for counselors re- preferred placement
Alicia will send a brief explanation to be included
Nick, Sandra, Carla are counselors immediately and particularly familiar with ESL student needs.
Need to evaluate grading policies.
NORMING SESSION-Grading rubric
FLEX DAY Jan 13 and 14
Two 2 hour meetings – discussion about mastery

TRANSFER DISCIPLINE PARADE

Tuesday, October 26
Day Sections 08:10 am-10:35
Evening Sections 07:30 pm-09:55
Student involvement -
Chemistry lab..making a connection
Interactions...don't include division information.
<http://www.eslcanadacollege.com/transfer-discipline-parade>
Students share what they found most helpful in this class
Two slides with no animation

SLOs

Katie will provide some sample SLO assignments for faculty
In-class counseling [Schedule Information](#)- Students should complete the attached [survey](#)-
ESL Department Meeting Schedule (Fall 2010 and Spring 2011)

First Tuesday of the month from 1:00-2:30 pm in Bldg 3-216

October 5, November 2, December 7, February 1, March 1, April 5, May 3

[Click here to make suggestions for the agenda](#)