

DE/ESL Committee Meeting Minutes
November 27th, 2012-12-18 3-4:30PM
Room: MA-142

Present: Sara Toruno-Conley, Julie Von Bergen, Paula Gunder, Ruth Goodin, Katalina Wethington

Agenda Topics and Notes:

1. Welcome and review/approve minutes

- Motion to approve by Julie, seconded by Sara

2. Minutes

- Motion to approve by Julie, seconded by Sara

3. Announcements, hot topics, pressing issues

- Julie announced that Math 27 will not be offered in Spring 2013 due to changes in CSU articulation.
- Katalina reported concerns in English/ESL Department about English 70 and 90 being offered in 8-week summer session. Some instructors felt that students cannot be properly prepared for the next level in that short amount of time although the success rates for summer classes are higher than full-semester classes. There was discussion of cutting De offerings in the Summer. Julie suggested using the Cohort Tracking tool to do research on how these students do in the subsequent course. Katalina will do research and present rationale to English/ESL Department.
- Sara reported that she is working on the English bullet points on the DE sequence posters. Will meet with John Schall.

4. Professional Development and DEESL

- Ruth shared information as the PDAC Committee “Ambassador.” Shared that PDAC wants to be the hub for professional development and she is presenting options to TLC Committees. In response to our questions, said that PDAC has money to help pay for food, stipends for professional development DEESL may plan. Limit of the money that could be provided is flexible, but requested amount should be below \$1000.00. Could be training in teaching, leadership, technology, and conferences when no other funding is available, etc.
- Julie shared her concern about deadlines of proposals for funding, and asked if a group could get reimbursed after the training has occurred, with receipts and attendance lists. Ruth said this can be done.
- Asked about paying adjuncts for participating. Julie said can use moneys to pay adjuncts for Teaching Community hours.

- Ruth mentioned that it's easier to get stipends funded than hourly pay.
- Paula asked about slush fund for food, etc. at events. Ruth will check out that option.
- Ruth will check whether stipend money for assessment is still available, also what rules can be expanded for large departments with many adjuncts. She will also get forms out to DEESL members. Mentioned no FLEX requirement for adjuncts in Spring 2013.
- Katalina asked if DEESL could get money for Reading Apprenticeship(RA) funding, Ruth said yes.
- Julie will look into BSI money not used by ACE to see if we can use for RA.
- General Discussion about RA: Could do it in Fall and cultivate interest in Spring 2013.
- Ruth emphasized not to let money determine the ideas for training; they can look for more money.

5. Math Challenge Exam - Julie

- Will be offering challenge exam in the Assessment Center. Julie went to High School transcript meeting. Algebra 2 meets pre-req and Admissions will do conditional pre-registration. Math department will take Accuplacer. Julie would like to look into a challenge portfolio for Math students. Would be good to have English Challenge Exam available in the Assessment Center.
- General Discussion: Difficult to have Joey from CAS do challenge exams since he is part-time do all these exams, need full-time person.
- Julie will include English in meeting in Spring with Blas to discuss this issue.

6. Communication and Outreach – Paula, Julie, & All

- In response to question 1: What do we think other faculty/staff/managers should know about DE/ESL?

Staff

- Welcome students
- Understand student need for help managing the system
- Know what DE is, “pre-transfer”
- How they can support our students/how we can support them

Managers

- Don't know what DE is/seems to be low priority
- Need to educate them on DE initiatives
- Relationship between completing Basic Skills and college success
- Understand DE demographic at LMC

Faculty

- Realize their students are also basic skills students

- In response to question 2: What is our outcome for outreach across campus?
 - Find opportunities to collaborate/connect with others to help basic skills students
 - Success of DE important for success at LMC
 - Pre-transfer is universal, LMC doesn't have extra standards for DE
 - Make transparent what DE is, what we do, DE is integral.
 - DE pedagogy is good pedagogy for all levels of teaching
 - We want the campus to value DE, its place on campus, and how we help students reach goals.

- What to do?/How? General discussion.
 - Have other departments come see what we do
 - Get managers in DE meetings to discuss and educate about De – February meeting? We can prepare during January.
 - We'll meet in January to discuss how to do these things.

7. Committee Reports – All

- None.