

Members: Deejay / John / Liza / Lourdes / Marchelle / Margaret / Tony

**December 5, 2011**

**Instructor Absence Report – Marchelle**

- Instructors are adding three extra digits to their CRN # when filling out their absence reports.
- Lourdes said the three extra digits are added to the CRN # but only for CASAS and instructors must be copying their number from their CASAS packets rather than their attendance rosters.
- Margaret will talk to the instructors who have done this to remind them of the difference.

**Supply Orders – Marchelle**

- Everyone that lists an order on the sheet in the supply room needs to make sure to add their name.

**Meray's Student – Liza & Deejay**

- Liza had a meeting with Meray regarding the special needs student in her class.
- Meray came out feeling better about the situation knowing she did everything she could have done to help the student.

**Computer Lab – Tony**

- The computer lab in room 169 will be moved to 228 and replaced by new computers starting on Friday.
- The TOEFL test on Saturday, December 17 will be held in 228 and continue to be so in the future.

**Greeting Cards – Leadership Team**

- Cards were passed around the table and signed by most of the team.

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**November 21, 2011**

**FERPA – Deejay**

- During his conference last week, the issue of Family Educational Rights and Privacy Act (FERPA) came up with other staff in Student Services.
- After discussing their stance on student information per phone calls, the question was raised if we want to follow the same, by not divulging any personal information over the phone.
- Liza has decided to keep our department on status quo, since credits guidelines are a little stricter than ours.

**REPEATABILITY - Deejay**

- This was another issue brought up at the conference. Stating what the guidelines are for credit classes.

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- Liza stated that we do not need to worry about it since non-credit differs from credit. If a change is made it will happen during program review.

**WORK-ORDER VS. PHONE CALL - Liza**

- Per custodial manager Ken McAlpin, if there is an immediate matter such as hazardous waste or any other emergency, a phone call should be place to maintenance.
- All other request should be completed by work order.
- If it is an after-hours emergency call, Security.
- If Marchelle is not here when the notice needs to be placed, notify Liza.

**KEYS TO RESTROOMS: STUDENT ACCESS – Liza**

- Team was asked if any students have access to keys to use the student restrooms.
- Team unanimously answered, NO.

**WASC visit detail – Liza**

- Exit meeting has been scheduled on March 28 in our ESL Library approximate time will be from 10 AM to 2PM.
- Set up for the room should include Power Point ready and theatre type seating.
- On Sunday 3/25 there will be a reception for the WASC Visitors. This will allow the Advisory Time for a meet and greet.

**ABSENCE LOG – LIZA**

- The absence log in the ISO needs to be consistent with the absent reports Instructors turn in.
- Instructors will need to be informed during the next Welcome Back meeting that when they call in absent, they cannot state trip to the ISO staff to record in the absence log and then claim personal necessity on their absence report.
- Until the Welcome Back meeting the ISO staff will need to just write in “unknown” for the reason in the absence log when instructors state a reason such as a trip.

**November 14, 2011**

**THIS WEEKS REQS - Liza**

- Liza has gone through the requisition and has placed it in a binder on her shelf. Anyone can check the status on their orders.
  - Liza has asked DeeJay to see if he could come up with a plan that could help with the requesting process.
  - Lourdes will come up with an inventory listing that kind of mimics the one in the ISO.
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**November 7, 2011**

**Portables Fire Alarm - Liza**

- Liza and John spoke about the incident and it was determined that it was a student mistake

**Medi-Cal Administrative Activities (MAA) - Liza**

- Sensus week is the week of November 14
- MAA activities need to be logged in
- Could bring in \$10,000 to \$20,000 for the department

**Special Needs Student in Meray's Class - Deejay**

- Deejay asked if an advanced level speaking student could be paid a stipend to take notes for a def student in Meray's class.
- It was decided not to hire anyone.
- Then Deejay asked if special needs students or students in certain programs, such as Cal Works, should be given the opportunity to register first.
- Liza said that it should be looked at on a case by case basis and that students should always be referred to Deejay or the counselors by registration staff.

**Dismissal Time - Liza**

- Liza asked Lourdes to coordinate with the ISAs to spot check dismissal times for classes in building 66 and the portable at 6:40 and check for repeat offenders.

**Collecting Money from Students by Instructors/Library - Liza**

- Instructors need to be reminded that there should be no money collected from the students for any reason at any time. It is against policy.
- Due to this policy we cannot charge students for overdue books from ESL library.
- Liza asked if we could find out how many books are missing, and Margaret said that it is all in the software and that Krystal keeps track of it.

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**October 31, 2011**

**Students Career Plans - Liza**

- Liza and Deejay went to CCCMPA and Liza reported that it looks like schools will be moving toward an Educational Plans for all students in all Community Colleges.
- John says, that he already does that with students as a two semester plan
- He also mentioned that he would like a link in the database that would connect to each students Data Entry Record in order to go by what the student reported as his/her goal is for the taking ESL classes.
- Tony said that he would work on getting this link done.

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**Moving TOEFL to Computer Lab 228 - Tony**

- ETS is behind current technology and is not able to support the new technology that will be set up with the new computers in the lab in 169.
- In order to resolve this problem, Tony will keep the computer lab in 228 as it is and move the TOEFL software up to 228, where ETS can continue to support the existing technology.
- This way the TOEFL software will not interfere with the ESL cap test as well.
- This move will not be done until the Saturday, December 17 test.

**TOEFL - Lourdes**

- Encountered some problems this past Saturday with the main computer not being able to connect to the ETS server.
- Tony Says it may be a number of reasons. One being that the only one readiness check was done, another being that not all computers were turned on before the program files were downloaded during the test set-up, but he said he would look into it.
- Lourdes also mentioned that she and Deejay spoke about having at least 4 people staffed for the test in order to make the process more efficient.

**New Computers for 169 Lab – Tony**

- Tony and his team with set up the new computers in 169 December 2 and 3, after Tony gets back from vacation.

**EL Torito Christmas Luncheon - Liza**

- People RSVP'd that they are attending, so it is a go. A few more people still have not RSVP'd.

**Computer Exchanges - Tony**

- Computer exchanges within the department are being done now.

**Book Purchasing Requisitions - Margaret**

- Margaret inquired about the book requisitions and Liza said that she has looked in portal and had not found any requisitions, but later found a stream of requisitions in banner. The connections between banner and portal is somehow off and is why there have been no approvals.
- Liza will follow up next week.

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**October 17, 2011**

**BUSINESS DIVISION USING CLASSROOM - MARCHELLE**

- The Business Division will be using either room 118 or 120 to film a commercial on Tuesday, October 18<sup>th</sup> from 12:00 – 3:00PM

**ANNUAL ESL CHRISTMAS LUNCHEON**

- It has been decided to go out to a restaurant for our staff lunch possibly El Torito.

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- We are hoping close the office and go to lunch on Monday, December 19<sup>th</sup> around 1:00 PM (after registration).
- We will have a White Elephant gift exchange for those that would like to participate.
- John will coordinate the restaurant details.

**SMOKING TASK FORCE – MARCHELLE**

- Liza has allowed the Smoking Task Force committee to take place in our building. The first meeting will be held on Monday, October 24<sup>th</sup> from 12:00 – 1:00 PM in room 186.
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**October 10, 2011**

**TWO WEEK BREAK BETWEEN SKILLS CLASSES? - Deejay**

- It was agreed by faculty in order to prepare for midterms to include a two week break between sessions.
- Having the two weeks between sessions works best with the overall 16 week calendar.

**STUDENT SUCCESS TASK FORCE / CDCP - Liza**

- Liza would like everyone to take a look at the CDCP report. Marchelle will create routing slip.
- Documents to read in order to change the college's mission.

**OPEN CLASSROOM – Margaret**

- The student meeting will be held in Room 171 on Mondays from 11:30 – 1:00. John will be the "Advisor" for the group by periodically checking in with them and locking and unlocking the room for them. The lead student is named Lydia.

**MAN MADE WALKWAY - Liza**

- It was reported that someone slipped and fell on the man-made walkway at the northern entrance. Grounds will be closing off the walkway through the bushes. They have put up posts and rope and they will plant a rose bush in that area in the very near future.

**DATABASE - Liza**

- Would like to have a table of contents or site map added to website in order to make it user friendly.
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**October 3, 2011**

**MEDICAL TRAINING - Liza**

- Liza will submit all of the names of the participants in our office to Donna regarding the Medical Program. Liza confirmed that the participants will be, John, Michael, Bertha, Deejay, Lourdes, Marchelle, Murtaza, and Liza.

**MEETING WITH INSTRUCTORS/REGISTRATION POLICY - Liza**

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- Liza and Deejay had an opportunity to meet with the instructor regarding suggested policy changes for registration on Friday, September 30th. One of the things that was decided was that the colors of the cards that would accompany a student entering in a class.  
White = new, Pink = instructor transfer, Yellow = continuing student
- Liza will devise a letter that will be distributed to all instructors indicating what the colors of the documents mean.
- Policy changes will need to be considered and possibly visited for the spring semester to avoid any immediate changes on the website or brochures.
- We need to get out of the habit of referring to the term “free transfer”. The actual term should be referred as “Transfer Opportunity”.
- If a student is dropped from a class, Deejay will generate and distribute the “Drop Notice Form.”
- Process for portfolio’s:
  - Instructor should return the portfolio within 2 days to the ISO or the instructor. Transfers occur a few times a week and the portfolio activity start approximately around week 4.
  - A BCC: will go to Lourdes on Thursdays. Lourdes will follow up with the new instructor first, and inquire if they have received the portfolio. If not, at that point she will ask the previous instructor if they have delivered the portfolio to the ISO or the instructor.
- Regarding the question, “Should students wait two weeks in a class before they can request a transfer?”
  - Current policy will remain for 1 week.
- Regarding the question, “Can instructors make it difficult for students to transfer?”
  - No. The current registration policy will remain in place.

#### **TOEFL DATES – Deejay**

- We have received new dates for the TOEFL test. The only change has been that they have included some Friday dates. Only concern will be to see what kind of impact that may have for the instructors that use the lab on Fridays.

#### **LIBRARY STUDY ROOM FOR ENGLISH – Liza**

- Can ESL students use the study rooms in the library so they can practice their English with other students?
- Since the actual study rooms are too small for a small group, it was suggested that maybe a classroom or library could be used from 1:00 – 2:00 once a week. We could have anyone from Student Outreach advise the group like Bertha or Heidi.

#### **LEADERSHIP GROUP LIST – Liza**

- Liza had a brief talk with Peggy about our leadership group list. Peggy does not really need the information that shared in our meeting. Peggy can be removed from the group list unless the information pertains to her area.

**Reminder – Dr. Scroggins possibly to visit ESL next Monday, October 10 anywhere from 1-3 pm.**

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September 26, 2011

VACATION - CALENDAR

Members: DeeJay / John / Liza / Lourdes / Marchelle / Margaret / Tony

- Lourdes has created a time off calendar that will be located in the share file. The path of the folder is: ESL Leadership // Time Off Calendar. This folder will contain the documents showing when anyone is out of the office, along with the department schedule.

### **SIGN FOR ESL COUNSELOR IN REGISTRATION AREA**

- Since we are needing staff in the afternoons one of the suggestions that was made is that maybe we can have a hanging sign made that says ESL Counselor, we can have a bell that is located at the counseling station and John would help any of the students that came to the counter. The bell would be removed when John leaves for the day.
- For those of us that go up and help Liza suggested that instead of having multiple quarter sheets of information to give to students, recreate the document on a half sheet with the same information.

### **WASC PRE VISIT PLANNING**

- Liza has handed out a visiting committee checklist that she has received from Lianne. The focus group will be here from Sunday, March 25<sup>th</sup> to Wednesday, March 28<sup>th</sup>. Liza will email everyone that has been a part of WASC committees. The following participants of WASC are:
  - Heidi Alcalá, Liza Becker, Elizabeth Casian, Tony Gallardo, Lourdes Granda, Susie Hecox, Elizabeth Hernandez, Donna Melone, Peggy Marcy, Dana Miho, Michael Ngo, Caridad Oppenstein, John Pellitteri, DeeJay Santiago, Margaret Teske
- Some of the areas that we need to focus on are the following:
  - *"Visiting Committee Workroom"*
    - Library – CGC or ESL Conference Room 174E
  - *"Preliminary Schedule"*
    - Focus Group Meetings: Meeting will be held with the Standards Team
    - Student Meeting?: Schedule something with VESL AM Students
    - Classroom Visits: Some of the teachers worth visiting would be:
      - Meray Aghyarian, Janna Brink, Mina Fowler, Xinhua DeFranco,
      - VESL: Dana Miho, Norma Barreto, Michael Ngo
      - Amy Chu, Amparo Rios, Anne Im,
      - Doug Evans, Elizabeth Casian, Dana Miho (6)
    - Exit Meeting Location: Suggested ESL Library
  - *"Evidence"*
    - The "Box" of WASC evidence.

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**September 19, 2011**

#### DATABASE ACCESS –TONY

- Instructor was deleted from the database. (Amparo Rios)
- Question was asked if it was because of the name change, but Tony said no. It was accidental and they do not know who it was. Database now records the username and time of all such changes.
- It was assumed that the error may have come from registration because they handle the addition of classes into the database.
- Tony suggested to take the delete option out and to assign access to certain information to a select few.
- Was decided not to take access away from anyone because if there were too many groups and systems in place for the database that it may lead to errors.
- With the database recording the username and time the problem is resolved.
- Inform DeeJay of the error so he can alert his staff.

#### FIRE ALARM –MARGARET

- Student accidentally set off the alarm.
- Occurred in the middle of break, so many students did not know what to do.
- There were contradicting instructions being given.
- Some people were not informed when it was ok to get back into the building
- The question was asked if there should be any feedback given.
- Liza said she will mention something if the opportunity arises.

#### FRONT LINE STAFFING AFTERNOONS – DEEJAY (CONTINUE WHEN BACK FROM VACATION)

- Order a bell for the front counter.
- Have better signage with correct times and info. Take all other signs away.
- Make consistent closed hours from 1-4pm.
- Uniformity to color coding. Have all information in Chinese in one color and Spanish in another color, or have same type of information in the same color.
- Information should be clearly located behind the counter for other office staff to access when registration is closed .
- Lourdes will Talk to DeeJay to assign Brenda to cover the gaps.

#### SCHEDULE CHANGES FOR CLASSIFIED – LOURDES

- Lourdes spoke to Mark Fernandez at a deferential plan meeting and was informed that all classified staff must follow a permanent schedule and not change from semester to semester.
- If changes are made they must be mutually agreed upon between employee and manager.
- Changes in schedules where deferential needs to be added need to be submitted to HR.
- Calixto get a deferential for Saturdays and Krystal Hong for evening hours.
- Liza will need to be more firm and have staff take more personal or vacation time, but there are special circumstances where a schedule can be changed temporarily. Classified staff need to have more consistent schedules

#### ABSENCE LOGS – MARCHELLE (WAIT UNTIL SHE COMES BACK)



Members: Deejay / John / Liza / Lourdes / Marchelle / Margaret / Tony

**MEDICAL – LIZA**

- Program implemented in colleges to disperse MediCal information to students.
- ESL will receive 50% funds
- There will be designated staff to provide information.
- Information can come in a variety of forms, from flyers, to website link or presentations where it is mentioned. Anyway that shows that students have access. Time it took to produce the variety of information outlets needs to be reflected in 15 minute increments and coded with a list of activities.
- Done 4 times a year and get 45 days' notice before it needs to be done
- Designated staff will be: John, Michael, Bertha, Deejay, Lourdes, Marchelle, Murtaza, and Liza.

**POSITIVE ATTENDANCE – MARGARET**

- Should have a check list for new hires.
- If new instructors do not have logins to myportal they can give their attendance to Brenda to enter the hours until they do get their logins.
- Brenda can train new instructors on how to do their positive attendance
- Techs can train with the database.
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**OTHER:**

- **Liza:** Put in a request to fill Dean's position, Lourdes' position up-stairs and may be filled in January. Submitted a proposal for Murtaza's position and will have to wait to see if it is accepted.
- **Tony:** Smart lab is 100% done.
- **John:** Things to check with Marchelle:
  - ✓ Pens in the conference have not been returned nor have the new ones been received.
  - ✓ Has the counseling email been set up? – the email is tied to the department's mission and goals (Strategical Action)
- **Lourdes:** Will have a binder in the main office that everyone can check the status of a purchase order. I will ask at the Banner Requisition training if I can have access to the queue.
- **Margaret:** Will ask Peggy if she could consolidate the levels for the Language Lab Center orientations because once students hit level 3 most of them have seen the same orientation 2 or more times.

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**September 12, 2011**

**231 SETUP & PROJECTED NEEDS – LIZA**

- The Grant has been set up and Liza has evaluated all of the requests.

**COLOR PRINTING – LIZA/MARCHELLE:**

Members: Deejay / John / Liza / Lourdes / Marchelle / Margaret / Tony

- In looking at the budget Liza has decided to reduce the toner budget. Toner costs have become outrageous. In order to keep costs down we would like to request to cut down on the color printing. Supervisors will talk with their staff in order to use the black and white printer as opposed to frivolous color printing.
- Tony will give Liza and Marchelle an inventory of all toners prior to ordering.

EMAIL ACCOUNT FOR COUNSELING - JOHN

- The counseling team would like to have an email account for ESL Alumni. Marchelle will contact IT and inquire how to obtain the account for them. The name preferred for the account should be "ESL Counseling"

DATABASE QUESTION - LIZA

- "When did your stay in California begin?" This will be a required question on the database. Options will be: **LESS THAN ONE YEAR, ONE TO FIVE YEARS, & FIVE YEARS OR MORE.**
- Tony will have Murtaza add the question added to the database today.

SHARE FILES - LOURDES

- Could a file be set up what will allow Lourdes access to absences? Decision was made to just add Lourdes on the office's existing share file account. Lourdes will email Tony to remind him to give her access.

KEYS & FLASH DRIVES – LOURDES

- Lourdes requested that keys and flash drives be issued to the new ISA's. Tony informed everyone that IT guidelines state that flash drives must not contain anyone personal information. He suggested that a BIT LOCKER which is a password protector should be installed on all drive that the leadership team has.
- Tony will protect the new flash drives and create identifiers if the flash drives get lost or misplaced.

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**August 29, 2011**

NO SHOW & DROP – LIZA (*Continued from last week*)

- The question was asked, what are the drop codes that our department uses with Banner? There are three basic codes that are used:
  - DD = Drop/Delete: Used if there is a clerical error. Completely erases the record.
  - DN = Drop/Non Credit = Used in all other cases.
  - NS = No Show: Used only on the first day of class.

OFFICE SUPERVISOR SCHEDULES EVENING - LIZA

- Deejay will switch with Tony and take Thursday evenings. Schedule will be:

Monday	Tony
Tuesday	Margaret
Wednesday	Lourdes
Thursday	Deejay

VOLUNTEERS FOR REGISTRATION – DEEJAY

Members: Deejay / John / Liza / Lourdes / Marchelle / Margaret / Tony

- During peak registration times would it be possible for students to help out and volunteer their time. They would be useful in disseminating information to other student standing in line of class closures.
- Suggestion was made to use the new ISA's during that time they will not as busy and could assist in the process.

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**August 22, 2011**

**ONLINE TIME SHEETS – LIZA**

- Has received the "OK" for Lourdes and Marchelle to train all of our Permanent staff on the process

**FACULTY MEETING AGENDA – LIZA**

- Liza is drafting the agenda for ESL Faculty Welcome Back meeting. Please give your agenda items to Liza.

**NO SHOW & DROP – LIZA**

- Save for next week due to Deejay's absence.

**FACULTY AGREEMENT REVISIONS – LIZA**

- Per the new agreement faculty can now be paid if absent on the first day of school.

**OTHER**

One of the 4 new ISA has declined the position and we will be going with the next runner up. Linda Ju Ong has accepted the position.

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**August 8, 2011**

**TEACHER COURSE BOOK – DEEJAY**

- Is there a conflict of interest if the instructor is mandating the students to buy their book? Student has issue to purchase book for 6 weeks and has been told by the instructor that it cannot be copied. According to Margaret this situation happens from time to time.

**DR. SCROGGINS TO VISIT ESL – LIZA**

- At this point we know that Dr. Scroggins will be visiting the Division on Monday, October 10<sup>th</sup> anywhere from 1:00 – 3:00 pm

**PHOTO RELEASE - LIZA**

Liza has read a publication that came from Marketing stating that we need to have a photo release on everyone that has an image on our website. The question was asked if we need to obtain a photo release from students during new student orientation. John's suggestion was that it was not necessary.

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**July 11, 2011**

**ESL CAP & SPRING 2011 DATA – DEEJAY**

- Distributed graphs and data collected for level placement during the Spring Semester.

**NADINE'S OLD OFFICE/USE FOR EL CIVICS – LOURDES**

- Question was asked if that room can be cleared and used for EL Civics. Currently Tony has the roving cart located in the room. The suggestion was made that the cart can be moved into Tony's old office.
- There is also some career guidance materials located in the old office. Someone will ask Michael Ngo through the materials to see what is salvageable.
- Old books in the cupboards. Margaret will go through all of the old books that are in the cupboards and see if we could potentially have a mini Summer Book sale. That should give Michael the room to store the materials that he will go through.

**PORTABLES ISO2 COPIER OR SCANNER/PRINTER - LIZA**

- Some of the instructors have responded to the question of what to use for copying purposes. So far the majority has been in favor of using the scanner/printer method. This method would actually be more cost effective because there is no major copier costs nor the cost of a monthly maintenance agreement.
- During the Fall semester we will have a training session for both AM & PM instructors on how to scan.
- We will order a better scanner, one like the scanner currently located in the ISO office.

**PRESIDENT SCROGGINS POTENTIAL VISIT – LIZA**

- We have been informed that Dr. Scroggins may visit our department. It has been suggested that he come on a Thursday, so that he can observe our Placement testing. We know that he is allowing only about a half hour per Division. At this point, Dr. Scroggins may visit us on Thursday, August 4<sup>th</sup>.

**WASC ADVISORY/LIBRARY ALL DAY (NOT EVENING) –LIZA**

- On August 2<sup>nd</sup> there will be an all-day WASC Advisory Meeting. We want to make sure that the students are notified that the Library will not be available that day.

**OTHER:**

- **Marchelle:** Was informed that the Presidents Fall Opening Meeting will not be specific to classified and faculty, just one combined meeting.
- **Tony:** Working in lab on the hill (bldg 36). Computers will be dismantled and the lab will be unavailable.

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- Fire drill in portables on Wednesday
- WASC: Enrollment/Passing Rates
- WASC student focus groups
- Student survey feedback (WASC)
- Cont. Ed. Staff/Employee Surveys
- Focus group questions
- Simplify for WASC
- Midterm Make up: Extenuating circumstances
- On-Line reservation discussion
  - ✓ Cancel-time limits-No canceling after use

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Cost-savings/revenue generating input by division  
Multiple measures (Counselors)  
Midterm Make-ups  
Re-implementing level 6+ placement  
Hour Updates  
    1. Coordinate closing  
    2. Paper screening begins  
    3. ESL Learn Resource Tech on trade issues for ESL-ISA positions  
WASC Survey – 1<sup>st</sup> week of May  
Basics skills-cuts next year 30%, 50%, eliminate  
231 \$ Spend down  
“ Panel and promising practice  
CASAS Summer Institute  
Scenario B & C (15%) ideas  
Standardizing Transfer Test  
Questions regarding ESL coordinator position-H.R./Liza  
Timesheets hourly  
Fri 4/1-Deejay & Liza out-anyone else?  
ESL coordinator job posting  
Banner(SGASTDN): F1 status  
FERPA: Student Records(informing students)  
ESL Cap test data: W1/11  
ESL Student success accountability  
    ✓ CAPPV Repeatability vs open enrollment  
    ✓ J. Brink Student  
Portables-Weather best decking  
N/C Portal=Open Labs  
½ hour lunch after working 6.5hrs  
ITAC/Draft policy on captioning  
Matric Presentation Transfer to credit  
AMLA “TIC” use of library study rooms

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<b>Matric./SSS's</b>	
<b>Professional Development</b>	<b>Various OPP. Faculty/Staff</b>
Repairs/Maintenance	Budget
Software Upgrades	Additional Support
	<ul style="list-style-type: none"> <li>✓ Permanent Staffing</li> <li>✓ Slow/NONRSPNSV</li> </ul>
<b>TECH</b>	
SLO Overload (Statewide)	MSRV System
<b>SLO's</b>	
Observation with data	(Short Term)TA Turnover
<b>Acct/BNCHMRFV</b>	
Legal Status	
Adult Learning's	
Student Education Background	Complex System
<b>College Prep</b>	
Budget	ESL Enthusiasts
Open Entry	All adjunct Faculty
Immigration	Complex System(For Students)
Transportation	Schedule/Time
Family	Class offerings
Work	Reg. Policies
<b>External</b>	<b>Internal</b>
<b>Persistence</b>	

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Lead Certificate: ALT To VESL

Classified Opening Meeting-Permanent Part Time

Water Shut off March 18-28(And beyond?)

OHP/Transportation and carts no longer used correct?

Murtaza out 1 month-anticipated issues?

Acrobat PRO (PDF's) need/want?

Christmas Cards

December 20 & 21 Schedule (Work) M-8-5 T-8-5

Speaking A-Pre-Level 1 and/or Level ½

Driving issues at portables

CASAS Instructional Surveys

11/15 issue Level/Skill class placement (Abdel-Level 4-Speaking C)

Driveway & Lot Traffic issues

NC Portal Access

Server Space

Thanksgiving food drive

Office Hours during Nonsemester-M-W 8-8

Student Service Reports-Madilyn?

Directory Update

Vacation/Holiday Schedules (Nov/Dec)

ESL Student orientation holds

Student Success inventory:Pilot in N/C

Facilities & Planning-issues & concerns

Group/Committee Updates

5 day Medical leave/Absence-H.R.

Elevator Emergency Contact email

Proposed 3 District Positions

Post & Promote health fair (Bring ID)

Carrying absence hours into new class

✓ Retain priority status(von/ok)

✓ Prorate absence

Portfolios: Teacher knowing v Student Privacy



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Copier for portables  
F-1 Status  
Volunteer Forms & Observers  
Keys & 5 Workers  
Eric Dai: Pre-Level 1 Student issue  
Off Campus meetings-student form  
AWE results & ESL placement :AMC  
CBE Grades  
CSEA Issues & Concerns Re: part. & pie  
New hires, hire docs & scheduling timelines  
International student inquiries  
Closed class/LLC  
Revised white cards-new info  
ESL CAP: Photo ID check  
Flex. Schedules & campus support  
ESL general/welcome back meeting  
Focus groups(ESL Project team)  
    ✓ What do we need to know?  
Fall openings  
Tutor applicants and Transcripts,(Lourdes)  
Data Entry for students no level only skills  
Add ESL library to student orientation  
4.75 for Permanent part time staff on July 5<sup>th</sup> holiday  
ESL Staff potluck-August 10<sup>th</sup> (Tuesday)  
If passing level-eligible for next level skills  
Carpeting in Staff lounge  
Termite treatment for summer  
Class assignments & notifying instructors  
On-line sexual harassment training-due 6/30  
Child Development Center-ESL building Food  
Skills class repeatability: 5-7? (8)

Members: Deejay / John / Liza / Lourdes / Marchelle / Margaret / Tony

Classified luncheon-5/20 (Th)-save the date  
5/17 Meeting Topic: Student life (ECS 76031/76032)  
Gina Kwon/Eric Dai: Dismissals  
Survey Qualifications results  
ESL CAP: 24 hour refresh  
Parking Fee Increase-documents & slides need revision (?)  
Statewide Assessments-MLT-Re: ESL  
Summer vacation schedule  
CASAS Booklets(RX) shredding  
231 Grant final spending  
Multiple Measures(English 68: Test? )  
    ✓ Test Level 6  
    ✓ Scores 2008 & Level 2/2010  
Regular survey results  
Portfolios-teacher changes  
Division handbook  
VESL Retreat  
ESL Database  
EPIE/SLO progress (4/2 deadline)  
Holiday week schedules  
VESL Schedule 8:30-1:30M/11:30T/1:00W  
Custodial Issues & communication  
"Shots" Video  
IT: 1.Generic Logins 2.Phone#'s  
Multiple measures retreat-report on Friday meeting  
Custodial concerns: 1. Bathrooms, 2.Food, 3.Whiteboards  
LLC Update-FYI  
Casas Summer Institute  
Share File access to Professional Development log  
3 year budget outlook  
Summer 2010 schedule

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ESL outcomes retreat (2/5 9-3)
Parking fees & Registration
2010-2011 Budgeted schedule
Web revisions
✓ Department/Unit Assessments (SLO/AVO/SA)
✓ Previous year accomplishments
Spring Nursing/CNA 281 M&T 281
✓ Department Goals
Planning report: Internal/External Conditions
Banner 8
Mountie Carlo Night
Basic Skills SLO's
LLC Annex
Christmas Cards
Classified short term workers
Website revise
Transportation survey
Directory photos
ESL Club Activation?
Evacuation Drill-ABE & ESL portables(T:10:15)
Basic Skills SLO's-Deejay, John, Tony
Hours for office during week of 12/14
Field Trips & bus requests
Transportation survey
Korean Christian Club (Kim) 66-120/Thur. 12-1pm
Traffic study-drop off area (October board)
Committee & council membership
Halloween events in ESL
ESL website "chanel"
NC course repetition update
Short-term employees by semester

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Community service hours
Work study <6 units
Multiple measures survey
Evacuation drill
Professional development log(WASC & ePIE)
IELTS
Luminus accounts required for parking ticket
Classrooms as "offices"
Banner 8 in May/June 2010
Open doors notice
Emergency response training ("Red Bag" update)
Budget Update
Rosters-Class counts-"counting" Students who are absent
"Outcomes" committee & ESL outcomes team
"Welcome back" agenda items
Classes dismissed early: Instructor meetings
LERN/ENG: ESL-Outcomes Team
Luminus: cancelled class
Budget cuts
Heidi flyer
Mens restroom key-upstairs
Standing orders
Red emergency bad

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WASC 3 year plan  
Funding requirements by division  
Attendance roster for substitutes  
Priority level/skills  
Trustee Chen Maggerly and quarts- tour  
Absences  
Holiday schedule for memorial day  
WASC-6:30.12-Woo Hoo!!!  
Monthly report-format change  
Registration policy-p/c- continuing students (postcards, new students); pick T  
Power pointers- V out and take with?  
Formal student input- ideas for prog. Evaluation/focus group  
Student Government  
CAP Test/ College of Desert- update  
ESL registration policies: Final draft?  
Banner: student ID card  
VESL back to ESL/ VESL/ESL 6 back to ESL  
Matric meeting: test expiration date  
ESL registration policies: Draft 2  
Copies for teachers and students not in department  
Gen 1.5 – retest  
Budget distribution and grant August  
Banner pay roll  
Lock media door  
Sexual violence information cards (Health service)  
“Flex Schedule” and banner  
Budget (Status Quo)  
WASC badges/name tags  
WASC-site visit schedule

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Registration policies	Interactive Whiteboards
WASC binder-application (missing?)	
Data Entry and other information we want about students	
CASAS workshops (Dee Jay, Margaret, Oscar, Liz, Lourdes....)	
CPR classes 31-5 & 7 on Saturday's	
Tech Ed (Who is going)	
Golf cart	
Open building during regular times	
Staff parking lot "Off Sessions"	
Recycling bins outside	
Homogenous pre-1 placement	
Shirley: transfer test (standardized)	
"Categorical" Matric site visit	
Car past theft	
Positive attendance impact on absences	
WASC "Headquarters" here!	
33 hours (absences)	
Career conference	
WASC site visit date	
VISA update	
Lotto	
Paulo "gaps": Evacuation plan, CASAS reports, Tech plan, etc....	
Banner training list-who/what	
Interpreters-public safety email (1.14.09)	
Website revise	
Budget/tutors update	
WASC update	
Coun. 2 TWTH 1:20-4 Rm 109 Michael Ngo	
Schedule and catalog description	

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More cards to sign
Monthly report
Alternates for floor captains, evacuation plan
Christmas cards-Departments
Study priority –credit
CASAS etest
Recycle bin in 263
WASC Assistance
Michael reservations
General banner navigation
ESL Christmas party
Gift exchange
Holiday vacations?
“Emergency” supplies
“Intercultural Program”
No smoking policies
Cuts-10% each area-how? Hypothetical
Halloween
Academic senate resolution-Full time faculty (& assistant director;Ex)
Copier
Printers
Field trips-S Med. Release forms
Department goals, SLOs, PIE, Action Plan....sort it out!
WASC site visit: March 23-27
WASC data & update
Directory update
11/1 H.S. Counselor visit