**ESOL Department Meeting Minutes**

**March 4, 2015**

1. Laney Accreditation Visit

The ACCJC accreditation team is coming next week, March 9 through March 12. They may stick their heads in the door, but won't stay and observe.

2. SLO Assessment this semester

David passed out a list of all course/level groups this semester. Speaking/Listening courses will assess an SLO (American cultural conventions) and those teaching courses other than the core will have an SLO to assess (Writing Workshops, Spelling, Customer Service and Workplace Communication).

3. Acceleration

David and Chuen have met with Adela Esquivel-Swinson and Calvin Madlock at the District to find a solution for how to easily get our students accelerated to their recommended classes in Passport. They are looking into solutions that may involve Amany changing students’ milestones, but the solution may not come this semester. Counselors registering students in the accelerated classes isn't working - it's too time and labor intensive for the Counseling Dept. We are not sure what the plan will be at this point. The District won't give us the ability to change students’ milestones ourselves, so another solution needs to be found. To be continued.

4. Non-Credit Courses

Merritt Fruitvale Center is developing a non-credit child development certificate cohort students would take in conjunction with non-credit ESL classes. This non-credit certificate would be in addition to their established credit child development certificate. Oakland Unified is involved with literacy/adult education level courses. There is a meeting today with OUSD, adult schools, Peralta, PEAC, etc. to develop this program. It has potential to expand to non-credit ESL and baking at Laney, so we're following the development very closely. See Lisa for more details.

5. Course Updates

Annie says that the ESOL name change may be postponed. Changing the prefixes on the courses from ESL to ESOL is the sticking point. We may keep ESL prefixes while calling our department ESOL, so it doesn't need to change in as many places. This will be a slow and complex process.

We need to update all course outlines, and Curricunet is going to close April 15th for a period of time. They're switching over to "Meta," the new system. Annie is updating all of our courses, but with the old name/numbers. Please send to Annie: the author, title, publisher and publication date for the textbooks you’re currently using in your classes. We're not supposed to use texts that are more than 5 years old for courses with numbers under 250.

6. Union Survey

Do we want to have seniority within the pool dictate who gets assigned which classes? Based on what? Date of hire? Date of getting in the pool? Our department chair assigns classes based on relative seniority already, but some of the other departments are not as equitable and rules need to be imposed. Look for an email from Cynthia Mahabir with a survey about this. Date of pool doesn't work for our department because so many of us have been here a long time before we were in the pool. Our department assigns by seniority, department need and instructor preference. Our department does a really good job of this, but part timers still are always at risk of losing a class because of low-enrollment. Should part timers with seniority be able to bump another part timer if they lose a class due to low enrollment?

7. New Hires

Laney will get 17 new hires in addition to replacing instructors who have retired. ESL may get one of these new positions, but may not. Sonja's position will be available for replacement, probably announced in fall for spring hire. Lisa and David will try to get us one position for the Fall 2015 hires, but we don't know.

8. Tech Carts

They are out and about, but how to access them has not been determined or understood. The plan for equitable use of the smart carts that Lisa, as Faculty Senate President, created is dead in the water for now. She’s not sure what’s happening with the plan or if it’ll be implemented. See Lisa for information.

9. Selfie Contest

The Learning Assessment Committee is currently sponsoring a contest in which students have to take a selfie next to an ILO poster or banner and post it to the LAC Facebook page. See flyers around campus for entry rules and prizes.