**Noncredit ESOL Coordinator Duties Completed, Fall 2019**

**(Amanda Price)**

* Serves as basic skills faculty on District Noncredit Subcommittee; attends monthly meetings
* Works closely with District Noncredit Coordinator to answer faculty questions, advise on new procedures, coordinate with counseling and admissions and records
* Attended presentation at CIPD re: changes in noncredit course development
* Met with Ian Latta about best practices for incorporating embedded tutors in noncredit
* Wrote, oversaw approval of noncredit mirror courses and certificates
* Facilitated district wide noncredit ESOL FLEX day meeting
* Created district wide noncredit ESOL email group and Canvas shell to support instructors in email communications, aligning and sharing materials, identifying substitutes
* Met with and oriented new noncredit instructors
* Worked with noncredit instructors, department chair to determine referral processes from credit to noncredit
* Responded to issues re: enrollment, registration, dropping, attendance, etc.
* Created flyer of noncredit course offerings
* Coordinated classroom visits with Transitions Liaison