

EMLS Department Meeting

January 11, 2018

1. Welcome
2. Placement diagnostics and moving people around
 - a. Make sure to do a placement/diagnostic during the first day so that students can be moved up or down according to their skill level (THIS MUST BE DONE BEFORE CENSUS)
3. Last minute strategies to boost enrollment
 - a. John contacted the advisors and counselors and had an email distributed announcing open classes and stating their equivalencies
 - b. Abassi recruited students from writing center (do more things like this, reach out to these support services, talk to them about the benefits of NC courses.
 - c. Contact Pathways data coach to get lists of students who have completed courses but who have not enrolled in the subsequent course. We can send a text blast to these students to make them aware of our courses.
4. Absences – send email to dean, executive secretary, department assistant, chair, and classes/students.
5. Census Day Reminder – Make sure to drop your non-attending students by census date. Check emails for census date reminders.
6. Syllabi – send you syllabi to John first and then he will review and pass them to Dean
7. Late start classes – contact Gloria Dumler and find who is the Pathways data coach (see 3a). Ask Dave Moton to send email to B50 instructors, “send anyone on your waitlist to us.”
8. Role of the DA III – Maria Diaz does not make copies, move desks or chairs, does not make syllabus for you, does not instruct on banner or Canvas
 - a. Things need to go through John, you do not contact Maria Diaz directly
9. Assessment
 - a. Due this semester
 - b. Make sure that you are doing Pre and Post test
 - c. Which SLOs are
 - i. B50 – SLO #5 **Mike**, Beth, and Marcelyn
 - ii. B51 – SLO #3 **Beth**
 - iii. B52 – SLO #4 **John**
 - iv. B60 – SLO #2 **John** and Jeannie
 - v. B61 – SLO #2 **Susan**
 - vi. B62 – SLO #3 **John**
 - vii. B70 – SLO #2 **Jeannie**
 - viii. B71 – SLO #2 **Phyllis**
 - ix. B72 – SLO #2 **Jeannie**
10. eLumen Training
 - a. They will offer one training day this semester. Because our assessment is also due this semester, we should each attend to better understand how to submit the assessment.
11. AB 705

- a. Native speakers have to get through 1A within one year
 - b. Non-native speakers have 3 years
 - c. There will be meetings regarding this – we need to make a presence (Jeannie will represent; others are encouraged)
12. EMLS Flow Chart for student planner
- a. Change level 02 → level 03
 - b. Eliminate the arrows
 - c. Under reading courses “Pre-requisites met, take any degree/transfer level course)
 - d. Change format of ENGL B1A to same format as COMM B1 format
 - e. Is it possible to have all three sections on the same row/chart (can we place them in a table together? Table titled “Course Progression”
13. Summer/Fall schedule
- a. Summer- Jeannie B70, John B50, Beth B51 or B60, Mike 51,
 - b. Fall – Send your preferences to John via email
 - c. KH Audit recommends that BC have 15 students for EMLS and ACDV – asks archives
14. Pathways!!!
- a. We need to get on the English Pathway – (for data purposes) This could also get us more students
15. Kristin Rabe – ask for photo permissions questions