

EMLS Department Meeting Agenda
September 14, 2018

Note: Minutes were not taken during the entire meeting.

- I. Starfish Training – Mark Osea trained us on Starfish.
- II. EMLS B1A Update – Mike Westwood

- III. Program Review – John Hart
 - a. Conclusion
 - b. Resource Request
 - c. Assessment Report

Meeting notes: Add feedback to Program Review about the following:

- a. Bookstore ?
- b. How we lost SI and need it back to help with student success
- c. Writing Center has been “downsized” and that impacts our students disproportionately and we would like it bigger and better, not smaller and worse
- d. ESL brochure : we need money for printing
- e. department goals include: update website, translate brochure/website into Spanish, fund and make paper copies of brochure for distribution
- f. shredder to purchase or share with Foreign Language
- g. Request an international student director to enhance and develop any programs for F-1 students in Program Review?
- h. Department signage and bulletin board is needed. Put this in program review please.
- i. any Program Review Feedback due 9/19

- IV. Department Shredder –
 - a. John, please contact M & O about a shredder and/or talk to David N about sharing a shredder with their department.
- V. Exchange Student Contract –Japan – Beth Rodacker

- a. Tabled for now. We don't have an international director to develop these programs.
- VI. Cameras/notices in Lab (and classrooms) for reducing cheating – Beth Rodacker
 - a. Who can make signs or posters for the lab?
 - b. What about installing cameras?
- VII. Department signs/bulletin board –
 - a. John will email Steve W.'s assistant to check on lottery funding and provide follow up on this request. Steve's wife is ill, so he is not returning emails now.
- VIII. ESL Student Worker (who, where, when, why)

- IX. Department funds – Beth Rodacker
 - a. How much money does our department have and what is it used for ?
John?
 - b.
- X. CR/NC classes for next semester (Canvas issues, student #s)
 - a. John will request that our CR/NC classes be combined into 1 Canvas shell for next semester as both he & Bill decided it was better to do this at the beginning of the semester. John will email Bill and work this out sometime in November.
- XI. Job Spot/Endee/Adult Ed. – Beth Rodacker
 - a. Newsletter: Do you have any ideas on how to enhance the Job Spot Newsletter? How can this be made available for our students? Can this focus on our students?
Let's put the latest newsletter in our department bulletin board (oh we don't have one)
- XII. Next month's meeting: Let's remember to take minutes at the start of the meeting please.