**TESOL/ELM Faculty Meeting Agenda**



TESOL/ELM Faculty Meeting

Monday, January 14, 2019, 1:00 – 2:30 p.m.

**Attendees:** Ken Kelch, James Perren, Peter Byun, Chris Pilkington, Kristy Pruitt, Steve Cochrane, Catherin Boulton

1. Meet Kristy Pruitt – CSOE Assistant Dean
   1. CTC Bilingual Authorization
      1. Initial planning discussion
2. Conference participation
   1. Ken – Hawaii Int’l. Conference on Education
   2. James – Thailand TESOL

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| Action Item(s)  James received brochures from marketing, but would like to request “swag.” James returns Mon. Jan. 28. | Responsible Person(s)  James | Timeline/Due Date  Immediate |

1. SERC
   1. Karam

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| Action Item(s)  Karam withdrew from the program 1/14/19.  The feeling among faculty is that this is the best course of action for him and for the overall health of the program. | Responsible Person(s) | Timeline/Due Date |

1. Spring Semester start-up
   1. Course preview, issues, etc.

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| Action Item(s)  Discussion of Fall grading; hope that low grades will motivate students to perform better going forward.  Review of new EdD and MA students | Responsible Person(s) | Timeline/Due Date |

1. Key Assessment data – Fall courses

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| Action Item(s)  Review of Tara’s Jan. 4 email requesting Fall assessment data. OneDrive site created for uploading of rubrics and course grades | Responsible Person(s)  TESOL Faculty | Timeline/Due Date  Due to Kara Friday, January 18 |

1. Other:

Future meeting topics:

* + - 1. Review key assessments for each course, check rubrics for each.
      2. Continued marketing strategy: conferences, agents
      3. Curriculum revisions (e.g., Young Learners, Educational Technology, Service Learning components; program name change?)

**Next Meeting Date/Time:** \_\_\_\_\_\_\_\_ Monday, January 28 @ 1:00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_



TESOL/ELM Faculty Meeting

Monday, January 28, 2019, 1:00 – 2:30 p.m.

**Attendees:** Ken Kelch, James Perren, Peter Byun, Chris Pilkington, Catherine Boulton

1. 1:00 – 1:15: Committee meeting with Gi Lee
   1. Survey is ready for distribution
   2. She would like our suggestions and guidance on how to proceed next

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| Action Item(s) | Responsible Person(s) | Timeline/Due Date |

1. CTC Bilingual Authorization
   1. Draft preconditions report
   2. Potential textbooks review
   3. Overview of CTC/CDE documentation re program requirements, ELD issues

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| Action Item(s)  Continue work on Preconditions report | Responsible Person(s)  Ken | Timeline/Due Date  Feb 15 |

1. SERC
   1. “Early Warning” requirement
   2. Any student issues at this date?

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| Action Item(s) | Responsible Person(s) | Timeline/Due Date |

1. Key Assessment data – Spring courses
   1. Tara Lopez will be invited to join at a (near) future meeting to share what the University assessment requirements are for WASC accreditation

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| Action Item(s) | Responsible Person(s) | Timeline/Due Date |

1. Catholic Diocese workshop
   1. Topic
   2. Planning content

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| Action Item(s) | Responsible Person(s) | Timeline/Due Date |

1. Other:

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| Action Item(s) | Responsible Person(s) | Timeline/Due Date |

**Next Meeting Date/Time:** \_\_\_\_\_\_\_\_ Monday, February 11 @ 1:00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_