ESL Meeting Minutes
April 12, 2013

Present:
Jenny Lundahl
Gary James
Muriel Fujii

1. Meeting began at 11:15 AM

2. ESL SLO’s
Muriel and Gary will fill out SLO Assessment Inventory Course Level Assessment forms for all ESL courses and will make changes to syllabi as necessary.

3. Norming
Items for a general rubric were discussed and it was agreed that ESL will follow the rubric adopted by ENG 22 faculty: “Equal emphasis will be put on content and organization throughout the semester with an increased weight of grammar on the total grade of the assignment as the semester progresses.”
After a discussion of writing samples (three each from the writing courses ESL 3, 13, and 23), it was noted that norming grades were closer in agreement at the end of the session.

4. Exit Exams:
For ESL 3, 13, and 23 (writing courses), it was agreed that an in-class writing exam will be given to students during the final exam period. Students must receive a passing grade on the exam in order to pass the course. For ESL 4, 14, and 24 (grammar courses), it was agreed that a search will be made for a standardized grammar test that will be given in all three courses at the end of the semester.

Meeting concluded at 1:50 PM

Minutes submitted by Muriel Fujii