# English Language Learner (ELL) Committee Charge

**Purpose:** To lead the implementation of the approved ELL committee recommendations across the system, as noted in the committee scope. The Committee reports to the Academic Affairs Council.

**Scope:** The primary responsibilities of this committee are to:

1. Develop and finalize common Student Learning Outcomes (SLOs) for developmental and college level ELL courses (reading, writing, and listening/speaking) for systemwide curriculum alignment.
   1. Consider Recommendation 6 (ELL course sequences) and Recommendation 8 (credit cap) in developmental of SLOs.
   2. Recommend processes and next steps for systemwide curriculum review and alignment to identified SLOs.
   3. Identify potential issues and barriers that impact the systemwide curriculum alignment to the identified SLOs and recommend possible solutions to address issues identified.
   4. Draft policy language regarding ELL course sequences and credit caps and bring it to the Academic Affairs Council to review.
2. Identify a plan to address transfer equivalencies for all developmental and college level ELL coursework systemwide.
3. Develop criteria for assessing whether an ELL course should be college-level or developmental-level and whether ELL courses should be included in MnTC goal areas and specifically, which goal areas.
   1. Draft statewide policy revisions to allow for college-level credit and inclusion in the MnTC goal area(s).
4. Create a portal for Minnesota State ELL faculty and other stakeholders to share resources and information.
   1. Design the site, develop content for the site, and identify a plan for maintaining the site.
5. Design an annual one-day conference/workshop to support Minnesota State ELL teaching faculty and other stakeholders.
   1. Identify conference details and associate budget.
   2. Promote the conference.
   3. Identify speakers and sessions.
   4. Coordinate all components on annual workshop date.
6. Apply Multiple Measures (MMs) to placement of multilingual students.
   1. Draft and recommend to the Assessment for Course Placement Committee policy language for utilizing multiple measures to place multilingual students.
   2. Develop and recommend to the Assessment for Course Placement Committee a plan and timeline for local campus implementation.

**Operating Guidelines:**

1. The co-chairs will have the following responsibilities:

* Set the agenda, with support from system office staff, for committee meetings.
* Facilitate committee meetings by convening the meeting, guiding the agenda, facilitating discussions and consensus on issues, and identifying action items and next steps.
* Encourage the expression and constructive discussion of diverse viewpoints from committee members.
* Complete appropriate tasks and responsibilities, with support from system office staff, in between meetings as identified by the committee.
* Ensure the timely completion of committee responsibilities and outcomes.
* Provide leadership of committee charge and advocate for committee recommended solutions.
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* Provide updates to the Assessment for Course Placement Committee as appropriate.

1. Information including the charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted on the ASA SharePoint website.
2. The system office will pay travel expenses for faculty members as needed. Institutions are expected to pay travel expenses for administrators and professionals.
3. This committee may decide to form regional subgroups to identify issues and appropriate solutions unique to regions and to complete work where feasible.

**Meeting Times and Dates:** Work of the committee will occur between January 2022 and December 2022. Committee members are expected to participate in monthly 3 hour meetings and complete work between meetings as necessary. The committee will meet on a schedule and use formats agreed upon by the consensus of the committee members.

**Committee Member Expectations:** Members are expected to:

1. Attend and participate in meetings as scheduled.
2. Inform the team’s work by representing the positions and roles of their constituents.
3. Work with all members to bu**i**ld consensus in decisions and recommendations.
4. Provide recommendations that will meet student, institutional, and system needs.
5. Communicate discussions and recommendations back to their constituents.
6. Complete work as identified by the committee as needed.

**Committee Members:** The committee will be representative of faculty from each Minnesota State two-year and four-year institution. The appointing authorities will appoint members to the committee.

1. **College Faculty from each two-year institution**: Appointed by Minnesota State College Faculty (MSCF). One will be appointed as co-chair of the committee.
2. **University Faculty from each four-year institution**: Appointed by the Inter Faculty Organization (IFO). One will be appointed as co-chair of the committee.

**Responsible System Administrator:**

Korinne Cikanek, Interim System Director for P-20 and College Readiness

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