

PELS Advisory Committee (1) Minutes –

Date: Oct 3, 2022

In Attendance:

Andres Ramirez Aguedelo, Fred Bloetscher, Debbi Johnson-Rais, Xing-Hai Zhang, Cynthia Carrico, Laurie Nesbitt, Romain Rivaux, Caiyun Zhang, Jeff Galin, Claudia Amadori

1. Introductions
2. **Overview of PELS Initiative and its objectives.** Jeff Galin (JG) explained that the focus of the 2-year pilot is on graduate students, and in particular engineering students. Engineering is funding the pilot through grants, as it requires dedicated writing support for its international graduate students. There is also another proposal to fund a small pilot for undergraduate students through the DoE grant (a draft of this proposal, *“Pilot Undergraduate PELS Program for DoE Grant”* can be found in meeting’s Google Folder). The overall goal (beyond the 2-year pilot) is to offer support to both graduate and undergraduate multilingual students university wide. However, we need private funding as the university will not fund the program. One of our goals is to seek funding.
3. **Documents Contained in Google Folder.** Claudia Amadori (CA) briefly showed some of the materials contained in the Google folder. The syllabi have been adapted from the ELSO Program (Michelle Crow is the director) at Cornell University and are just samples. Claudia will continue to modify syllabi based on our specific needs. Please look at them, and if you have any suggestions, please email Claudia. The folder also contains some reading materials on language acquisition and teaching L2 (second language) students.
 - a. Committee discussed the fact that courses are free and non-credit bearing. This causes some concerns. Suggestions were made to encourage student participation. For example, we can give them a certificate at the end of the course or obtain certificates through Continued Education (Romain to share info with Claudia). Faculty could also be involved to promote student participation. Students who stopped attending will be penalized by being barred from enrolling again (for a certain amount of time).
 - b. Committee discussed Workshops (vs. Courses). Courses are 7 weeks long; workshops will be 2-3 hours long. Workshops will be open to all students, and we hope to be able to host workshops this semester. Courses will probably not begin until the Spring semester pending on the hiring of an instructor and funding. Please contact us with ideas on workshops. Workshops will be for students or for faculty.
4. **PELS Website:** CA is working on a website for PELS. We hope to be able to have a website running before the end of October. I will keep sharing progress.
Please see link for website layout: <https://faupa.slickplan.com/7lhoie8fyc>
5. Committee discussed modality of courses. The recommendation is that courses would be better if delivered in person for engineering. The modality of courses will be further discussed.
6. Workshops will be advertised through the PELS Website. We would like to create a database of multilingual students with whom we will communicate. Students will be able to sign-up through the website to receive communications from PELS.
7. Committee discussed best practices to create groups of multilingual students to facilitate learning. We discussed how to approach this – by field of studies, by first language, etc. This sparked a very interesting discussion which I am sure will continue. Please email us if you have further ideas on the topic.

8. **Mission Statement:** JG shared his work on successful mission statements. The PPT slides that JG shared with the committee will be added to the Google folder, as reference. After reviewing the PPT, the committee discussed a series of goals for the program. Please see the document in the Google folder ("PELS Mission Statement"). The committee will keep adding to this document (please add suggestions only) during this week. Claudia and Jeff will then revise the document and send it back to the committee for approval. We hope to have a complete mission statement with goals for students, faculty, and the university by next week. Please see Google folder link: https://drive.google.com/drive/folders/1zAF_F0yZg_McuMB6ZtFQ554gQAzapAw?usp=sharing
9. The committee will meet again one more time during the Fall semester. As everyone was in attendance today, we will have the next meeting on the same weekday/ time: Monday 12PM-2PM. Thank you!