

CATESOL Minutes 2016 – 03 – 23 (Wednesday, March 23)

In attendance:

Jack Bailey (UCSB); **Terease Chin**, Conference Co-Chair (SBCC Continuing Education); **Annette Flower**, Conference Chair (ELS); **Angela Pesce**, Chapter Coordinator (ELS); **Randy Rightmire**, Secretary (UCSB); **Joshua Steward**, Coordinator-Elect (ELS).

Meeting called to order 4:30.

Conference update:

Terease reported that SBCC Continuing Ed will fund its instructors to attend the conference.

Terease reported that SBCC's food service can provide a sandwich tray in addition to prepared salads.

Web registration is working. We have three people registered to attend at this date. Jack assured us that low numbers are normal this far ahead of the conference.

Event Brite currently displays the number currently registered for all registrants to see. Randy suggested that visitors to the site could be put off by seeing low numbers. Can we ask Event Brite to remove that feature?

We agreed that Don Sillings should email all CATESOL members (not just in the chapter area) about the conference.

Annette reported that 11 proposals have been submitted by the 3/22 deadline and one more has been promised, bringing the total to 12, if all can be accepted.

We looked at each proposal and considered whether it could be accepted as is, or it could be accepted, but with requests that changes be made, or it could not be accepted until further information is gathered.

- Jayme Adelson-Goldstein will be asked to write a clearer abstract.
- Marit and Jaala will be asked to add a definition of project-based learning that we can include in their abstract.
- Jeff Jorgensen submitted a proposal cover sheet and title without any summary or abstract; he has been contacted to provide the missing information.
- Jack reported that M. Horton has promised to submit a proposal.

- Marcus Van will be contacted to ask about the target audience for his presentation. His proposal appears to be that of a software publisher, so we guessed that his target audience would be program administrators or lab administrators. We will want to schedule him at a time that could maximize the number of attendees.
- Randy will contact John McGowan of UCSB to ask if he can submit a proposal with a pronunciation theme.
- Terease could submit a proposal on activities if needed.
- We will need Betsy to confirm the availability of the Lab or Cyber Center for Sachiko Oates' workshop.

We agreed that with 12 proposals, we can have three concurrent sessions of four talks per session, following the plenary. The schedule so far: plenary; session 1; session 2; lunch; session 3; end at 2:00. We further agreed that we can still try to increase the number of proposals. If we get a total of 16 good proposals, we can add a fourth session and end at 3:00.

Terease would like a final count of proposals by Wednesday, March 30.

The next meeting will be devoted to creating the program schedule.

Next meeting: Friday, April 1, 4:00 to 5:00, at ELS.

Meeting adjourned at 5:30.