CATESOL Teaching English in the Workplace - Interest Group Rap Session
Friday, October 20, 2017

Agenda

Introductions (and please sign in)
   Name
   Business name (if applicable)
   If you’re currently teaching English in the workplace

Note on leadership change for 2017-2018:
   Stephanie moving on to focus on board secretary position
   Nora staying on as Interest Group Coordinator for one more year
   Opening for IG Coordinator Elect (see job description)

Report on the year:
   Purpose of TEW-IG
   Membership (ideas to boost participation?)
   Google group, Facebook
   Regionals
   Rap session

Speed dating seed questions:
   1. What would you like to learn more about in the field of TEW?
   2. What workplace would you like to teach in that you haven’t yet?
   3. What is the best piece of advice you have for TEW?
   4. What topics would you like to see presented on in upcoming regional and annual conferences?
   5. Have you ever considered a leadership role in this interest group, or on the CATESOL board? Why or why not?

Generate additional speed dating topics

Speed dating session

Elections (new TEW-IG coordinator elect)

Q & A/Wrap up

COME TO OUR PANEL TOMORROW :) 
Breaking into Workplace English, Saturday 2:15-3:00 PM, CC 207

Experienced Workplace English instructors and trainers will discuss topics such as building a client base, developing curricula for specific fields and needs, writing proposals, and more!
Job Description (Ex Officio Board Member)

Interest Group Coordinators

1. Use the IG listserv to inform and poll members regarding important issues and events. Maintain frequent contact with IG members (at least monthly) by posting questions and engaging members in electronic discussions.

2. Recruit members to moderate the IG Google Group.

3. Join state, regional, and/or chapter conference planning committees when possible, and help review IG-related proposals, organize IG-sponsored workshops, and recommend speakers to conference program chairs.

4. Establish a leadership team that includes representatives from various regions, such as Northern California, LA/Orange County, San Diego, and Nevada.

5. Encourage regional representatives to hold discussion and planning meetings in their regions and assist nearby conferences by serving on planning committees, holding rap sessions, and making presentations on IG-related topics.

6. Encourage members to submit IG-related conference presentation proposals.

7. Work with the IG Facilitator to organize/staff an IG table at regional and annual conferences.

8. Organize and conduct IG rap sessions at chapter and regional conferences.

9. Prepare current IG information sheets to distribute at tables, in rap sessions, and in Annual conference Newcomers’ Orientations.

10. Organize and submit proposals for the IG Annual Business Meeting and an IG-sponsored colloquium at the Annual conference, and other conferences, if possible.

11. Submit reports of IG activities to the IG Facilitator before each board meeting. (The Facilitator will submit a combined IG report to the Board.)

12. Attend the pre- and post-Board Meetings at the Annual conference and other meetings when nearby or invited.

13. Write articles about IG activities for each issue of CATESOL News.

14. Provide mentoring to the Coordinator-elect.