MINNESOTA STATE
ENGLISH LANGUAGE LEARNER (ELL) WORKGROUP CHARGE

Purpose: To develop and submit recommendations to the Developmental Education Steering Committee on proven and emerging practices, support structures, and professional development models that respond to the needs of English language learners, including those learners who place into developmental levels.

Scope: Workgroup recommendations should align with the principles of the Developmental Education Strategic Roadmap, as well as focus on and aim to contribute to Minnesota State's goals of equity and inclusion.

- ELL writing, reading, and speaking at the developmental and college levels
- Curriculum and instruction
- Research and practices at both the local and national level related to ELL
- Professional development
- Student support services and advising
- ELL course placement in writing and reading
- Intersections with non-ELL reading and writing gateway courses and CTE programs as appropriate
- Regional subgroup work as needed

Primary Responsibilities: The primary responsibilities of this workgroup are to:
1. Develop recommended goals for ELL-specific approaches within the areas of curriculum and instruction, student support, and professional development based on current student data, the Minnesota State context, and national research
2. Identify strategies and practices designed to improve the outcomes of English language learners and support recommended goals
3. Identify curricular models and comprehensive student support strategies to support recommended goals
4. Identify professional development needed to support the achievement of identified goals and implementation of identified strategies.
5. Identify issues and barriers that impact implementation of identified strategies, practices, curricular models, and comprehensive student support strategies
6. Develop solutions to address issues identified, including key internal and external stakeholders to engage and needed policies, processes and resources
7. Submit report including recommendations for each area, as well as an implementation plan, to include action items, timelines, responsible parties, and measures of success

Operating Guidelines:
1. The co-chairs will have the following responsibilities:
   - Set the agenda, with support from system office staff, for workgroup meetings.
   - Facilitate workgroup 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 workgroup members.
- Complete appropriate tasks and responsibilities, with support from system office staff, in between meetings as identified by the workgroup.
- Ensure the timely completion of workgroup responsibilities and outcomes.
- Provide leadership of workgroup charge and advocate for workgroup recommended solutions.
- Serve as a member of the Developmental Education Steering Committee to provide updates and information and maintain connection with overall DESR work.
- Provide updates to the Assessment for Course Placement Committee as appropriate.

2. 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.
3. The system office will pay travel expenses for faculty members as needed. Institutions are expected to pay travel expenses for administrators and professionals.
4. This workgroup 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 workgroup will occur between September 2019 and May 2020. Workgroup members are expected to participate in monthly 2 to 3 hour meetings and complete work between meetings as necessary. The workgroup will meet on a schedule and use formats agreed upon by the consensus of the workgroup 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 build 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 workgroup as needed.

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

1. **College Faculty from each two-year institution**: Appointed by Minnesota State College Faculty (MSCF). One will be appointed as co-chair of the workgroup.
2. **University Faculty from each four-year institution**: Appointed by the Inter Faculty Organization (IFO). One will be appointed as co-chair of the workgroup.
3. **College and University Staff that work with ELL students**, in areas such as advising, testing, tutoring, and academic support.
4. **College Students**: Appointed by LeadMN, one (1) member
5. **University Students**: Appointed by Students United, one (1) member
6. **Subject matter experts:** Appointed by the Vice Chancellor based on need e.g. k12 partners, community partners, and college and university administrators.

Responsible System Administrator:
Greg Rathert, Interim System Director for P-20 and College Readiness
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Project Manager:
Nicole Merz, Project Manager for Academic and Student Affairs