**EBUS China – Teleconference Minutes**

**June 30, 2011, 4:00pm**

**Attendees:**

Laurie Melby, Betty Disney, Joe Pulichino, Linda Kuntzman, Sue sanders, Jason Ward

1. **Sue’s Debrief of Spring 2011**

* Sue reports that she had a very positive experience during her EBUS assignment and that the students did well in Humanities 100.
* One primary challenge she observed was the difference in academic culture and expectations in China. Students are unfamiliar with the intellectual property rights and plagiarism standards required in the U.S. educational model.
* Linda K. will send Joe ESL software that covers topics such as paraphrasing and citations.
* Betty will contact Jeremy Bulrice and ask him to cover these topics during Counseling 105 instruction.
* ECHS teaches a class on *The Introduction to College Culture*. It may be necessary to replicate this for EBUS in the future.
* Sue has been in contact with Dan Johnson and is willing to help tutor Summer Program students if necessary by providing similar support services to those offered in the *Student Success Center*.
* Sue will be loading the final grades into the Banner database shortly.
* Sue never received the EBUS staff cell phone. Jason will follow up with XJ administration to locate it.

1. **Fall Planning**

* All three ESL teaching positions have been filled for the Fall term. Susan Kelly, Chris Meoli, and Jimmy Ma will begin their assignments at XJHS on September 1 and conclude on December 16.
* English assessments for incoming students will be performed the week of September 4.
* Joe will send Betty the new instructors’ email addresses in order to set up their faculty training.
* USCC will need to contact Mr. Chen and have the condos set up for Fall term.
* Joe reports that Kim’s condo was not properly supplied during her assignment.
* Resolution needs to be reached regarding XJ ordering textbooks.
* CCC will ask USCC to use a Chinese freight company for the next round of shipping to XJ.
* Linda Kuntzman will be traveling to XJ in late October or early November to evaluate the ESL program.
* Betty has an interview scheduled with a prospective Biology 100 instructor on July 8.

1. **Summer Program**

* Summer Program participants will be administered the ACT at the Le Jao Center on July 6.
* Ms. Huang will be arriving in the U.S. on July 3 to chaperone forty-five J3 students on a USCC sponsored recruiting event.
* Laurie, Joe, Felicia and Ms. Huang will meet and discuss planning on July 5.
* All past and future EBUS instructors will be invited to attend the Summer Program concluding ceremonies on July 29 at CSULB. Joycelyn and Laurie will be in Vietnam at that time.

1. **Other Topics Discussed**

* XJ requested Humanities final grades. Clarification is needed regarding FERPA regulations with respect to college grades being shared with partner high schools. ECHS does have access to CCC credit-course grades. Betty will follow up and report back.

1. **Callouts**

**Betty:**

* Contact Jeremy Bulrice and ask him to cover plagiarism, paraphrasing and citation use during Counseling 105 instruction.
* Receive clarification regarding FERPA regulations regarding college grade access by partner high schools.

**Linda:**

* Send Joe ESL software that covers topics such as paraphrasing and citations.

**Joe:**

* Send Betty the new ESL instructors’ email addresses.