

**Language Arts Division**

**AGENDA**

September 16, 2019

1:00-2:30 pm

GC 250

**Division Chair**  
Clare Norris-Bell

**Designated Division Vice Chair**  
Anthony Cuomo

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Jeanene Ames  
Holly Bailey-Hofmann  
Katherine Boutry  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Nuala Lincke-Ivic  
Rick Mayock  
Margot Michels  
Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee Rep**  
Luis Cordova

**Academic Senate Rep**  
Anthony Cuomo  
**Adjunct Rep**  
(Vacant)

**Fall 2019 & Spring 2020 Meeting**  
**Dates | Times | Location**  
2:30 pm in GC 210 K

**Mon, Sept 16 1:00pm**  
**Tues, October 15**  
**Wed, November 20**  
**Thurs, February 20**  
**Mon, March 16**  
**April TBD**  
**Wed, May 20**

- I. Introductions, Acknowledgements, Announcements 1:00-1:10
- II. Minutes of August 2019 meeting & Today's Agenda 1:10-1:15
- III. Chair Business 1:15-1:20
  - A. Spanish Hire
  - B. Enrollment Trends and Data Sharing
- IV. Talk about Teaching: Evaluation Insights 1:20-1:30
- V. Evaluation Training 1:30-1:50
- VI. Class Caps 1:50-1:55
- VII. ESL Update (Karen) 1:55-2:05
- VIII. Program Learning Outcomes (Luis) 2:05-2:10
- IX. Syllabi Update 2:10-2:15
  - A. Audit, Email contact, Code of Conduct, etc.  
<http://www.wlac.edu/WLAC/media/documents/Professional-Learning/WestFacultyHandbook2019-20.pdf>
  - B. Pizza Party
- X. Division Website Workgroup (Anthony) 2:15-2:20
- XI. Committee reports 2:20-2:30
  - A. Professional Learning (Leslie)
    - Classroom Visits Pilot (Reporting back on insights)
  - B. Academic Senate (Anthony)
  - C. Curriculum & SLO (Luis)
  - D. Other Committees (Distance Ed, Student Success, Guided Pathways, Technology, etc.)
- XII. Division Name
- XIII. Student Worker
- XIV. Program Mapping Update and Timeline
- XV. Items from the Floor
- XVI. **Upcoming Events:**
  1. Disabilities Summit October 25
  2. Leadership Retreat November 15
- XVII. Discipline Meetings 2:30-3:00
  - A. English
    - Lit Course Outline of Record (COR) Updates (Stella)
    - Literature Rotation (Tim)
    - AB 705 Support Updates (Tim/Leslie/Stella)
    - Ideas for Norming (Leslie)

<ul style="list-style-type: none"> <li>• Have a vision for our "desired" outcome</li> <li>• Be present and committed to the task at hand</li> <li>• Listen to new ideas</li> <li>• Start and end on time</li> <li>• Seek facts and data to inform discussions and decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.</li> <li>• Place new items in the "parking lot" for a future meeting agenda.</li> </ul>
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**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.