

Division Chair

Fran Leonard

Division Vice Chair(s)**Full Time Faculty**

Linda Alexander
 Kathy Boutry
 Holly Bailey-Hofmann
 Luis Cordova
 Josefina Culton
 Suzanne Floyd
 Fran Leonard
 Nuala Lincke-Ivic
 Kimberly Manner
 Margot Michels
 Clare Norris-Bell
 Karen Quitschau
 Nancy Sander
 Leslie Tejada
 Rachel Williams

**Curriculum
 Committee Rep**
 Nuala Lincke-Ivic

Academic Senate Rep
 Luis Cordova

Adjunct Rep
 Nick Smith

**Instructional
 Assistant**
 Susan Fong

**Meeting
 Dates | Times | Location
 in GC 210 K 1:00p.m.**

unless otherwise noted.

Fall 2015:

Aug. 27, Thurs., 1:30 p.m.,
 GC 240

Sep. 21, Mon., SSB 420

Oct. 20, Tues., 2-4 p.m.

Nov. 23, Mon.

Dec. 8, Tues.

Spring 2016:

Feb. 16, Tues.

Mar. 14, Mon.

Apr. 13, Wed.

May 17, Tues.

Meeting Minutes

Monday, Mar. 14, 2016

1:00 p.m. – 3:00 p.m., GC 210K

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Josefina Culton	x	
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivic	x	
Kimberly Manner	x	
Margot Michels	x	
Clare Norris-Bell		x
Karen Quitschau	x	
Nancy Sander		x
Leslie Tejada	x	
Rachel Williams		x

- I. The meeting was called to order at 1:15 p.m. The agenda was confirmed.
- II. Meeting minutes from Feb. 16, 2016 were approved.
- III. Introductions, Announcements & Acknowledgements
 - A. F. Leonard circulated cards for faculty to sign to express appreciation to L. Cordova and K. Manner for their contributions to the SLO process and Accreditation. L. Cordova was also given an orchid plant; K. Manner received a bouquet of roses.
 - B. K. Manner invited all to drop in this Tuesday, Mar. 15, between 1 p.m. and 4 p.m. to meet the ATD coaches.
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C. Accreditation

1. K. Manner reported that WLAC received eleven commendations and one recommendation from the visiting Accreditation Team. Some of the recommendations are to make sure the SLOs on CORs and syllabi match.
2. A written, confidential for errors-of-fact report is sent to the college president in April. The Commission will give its action in July.
3. A new Accreditation group will come out for an eighteen-month follow-up.

IV. Reports from Conference Attendants**A. Tutor Expo 2016 in San Diego – S. Fong**

1. A Power Point presentation from the Expo will be posted in the Language Arts Division Etudes shell under Virtual Roundtable to allow faculty to view and leave comments to be used in future tutor training at WLAC.
2. Instructors were invited to participate in WLAC tutor training: Friday, March 25, from noon until 3 p.m. on the first floor of the HLRC.
3. K. Manner stated that she had been invited to present on Habits of Mind in an April WLAC tutor training.

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B. Conference Attendance Reimbursement

1. K. suggested a request that each Dean should have a folder of conference reports to be signed since paperwork has been submitted by faculty but not completed.
2. F. Leonard said that she would ask for the request to be placed on the agenda for the next meeting of Deans.

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C. ATD Conference in Atlanta – K. Manner

1. K. Manner recommended that WLAC develop partnerships between the campus and K-12.
2. She reported that eight of the community colleges in the LACCD worked together on a draft of the BS Transformation grant.

D. Program Learning Conference

1. K. Manner reported the suggestion that there be three PSLOs instead of eight. She invited faculty to join a Program Review work group.
2. Each course SLO should be mapped to a Program SLO and to a campus SLO.
3. The goal is to reduce the number of PSLOs and to get training in creating and assessing PSLOs.

V. “Workshop-ing the Essay” – N. Lincke-Ivić

A. N. Lincke-Ivić announced that she authored a writing composition/English usage skills textbook titled THIS

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LANGUAGE ARTS**Division Chair**

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LITTLE BOOK About How to Write a College-Level Essay (TLB), which is currently being used in all of her writing composition classes. All proceeds from its sale, minus production costs, are being donated to WLAC students in financial need. In other schools where TLB is used, the proceeds from sales, minus production costs, are used for the benefit of students in those schools. At the invitation of instructors in other institutions, who are open to teaching students how to write a college-level essay rather than a writing exercise like the Five-Paragraph Essay, Nuala is showing them how to implement a writing pedagogy called “Workshop-ing the Essay” and use TLB. The next edition of the TLB will be a collaborative effort—Teachers Teaching Together (3T)--and Jeanene Ames and professors from other LACCD colleges have expressed an interest in helping to author portions of that edition.

B. Nuala Lincke-Ivić distributed a hand-out that explained what BR 6204 is. She said that she would email more information on BR 6204 and SB 1440.

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VI. Study Abroad**A. A review of Eng. 127 in Ireland – K. Boutry**

1. Seven students from WLAC and three students sent by the ISA spent two weeks in Dublin visiting both the James Joyce Center and the Irish Writer’s Union (featuring contemporary writers), taking a *Game of*

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Thrones tour, and going to the theater for the play, *The Importance of Being Ernest*.

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2. The ISA experience was not the best: six students had to share one room, no food was included, and the ISA representative at WLAC had quit. However, the ISA representative in Ireland was helpful.
3. N. Lincke-Ivić stated that instructors arranging student trips to Ireland should consider contacting University College Dublin to learn if UCD can accommodate students for a lower fee than what hotels would charge. Additionally, UCD has a very famous James Joyce School (James Joyce attended UCD), and UCD might be open to allowing WLAC students to enroll in its James Joyce School. Additionally, UCD has many famous graduates who are well-known writers, and it's possible that UCD could contact one or more of these writers for WLAC and ask the writers if they will meet informally with WLAC students (perhaps in a pub) for the purpose of discussing writing and reading their works to students.

VII. Division Report to the Academic Senate, April 12**A. Preparation for a 10-minute presentation****1. Location – SSB 414, 12:45 p.m., Tuesday, April 12**

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B. Topic – Cultural Competence

1. A training session on how to implement culturally responsive teaching and learning in classes will be held on Friday, March 25, from 8 a.m. until 9:45 a.m. in SSB 414.

C. Topic – Impact of SLO Process

1. F. Leonard suggested that specific changes resulting from SLO assessment, faculty involvement and best practices, and strategies for students to get the SLOs should be in the report.
2. F. Leonard suggested that two minutes be used to give a report on each of the disciplines in the Division.
3. Please send all information to L. Cordova by March 28 so that he can create a presentation using Prezi.

VIII. Committee Participation

- A. K. Manner requested a volunteer to present the information that the Division discussed about Committee Participation at the Feb. 16 Division meeting at the Tuesday, March 22 Senate meeting.
- B. K. Quitschau volunteered, and H. Bailey offered to share her notes on the information that will be needed.
- C. L. Cordova said that he would contact J. Culton, M. Michaels, and N. Sander for narratives about their disciplines in the Division.

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IX. Tutor Survey Results – L. Alexander

A. ATD surveyed English and math students in Spring 2014.

1. Students surveyed came from eight sections of English (187 students).
2. About 36% reported going to tutoring; most reported a positive impression.
3. Suggestions on how to get more students to go to tutoring: One tutor in each class, tutors visiting classes, and services promoted by student reviews or testimonials about tutoring.
4. Student Requests – statements about what teachers are looking for in their students and short videos on particular academic concepts available to students and to tutors
5. Upon request, L. Alexander will send more information about the results of this survey.

X. Future Agenda Items for the April 13 Division meeting

A. N. Sanders and J. Ames will be speaking.

The meeting concluded at 2:45 p.m.

Final draft submitted by S. Fong, 4/14/16

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