

**Division Chair**  
Fran Leonard

**Division Vice Chair(s)**  
Kim Manner

**Full Time Faculty**  
Linda Alexander  
Kathy Boutry  
Holly Bailey-Hofmann  
Luis Cordova  
Josefina Culton  
Ana Figueroa  
Suzanne Floyd  
Fran Leonard  
Nuala Lincke-Ivic  
Kimberly Manner  
Rick Mayock  
Margot Michels  
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Karen Quitschau  
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Leslie Tejada  
Tim Welch  
Rachel Williams

**Curriculum Committee Rep**  
Sandra Ruiz

**Academic Senate Rep**  
Nuala Lincke-Ivic

**Adjunct Rep**

**Instructional Assistant**  
Susan Fong

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

**Fall 2016:**

Aug. 25, Thurs., 1:00 p.m., MSA 3  
Sep. 19, Mon., 2:30  
Oct. 18, Tues., 1:00  
Nov. 21, Mon., 2:30

**Spring 2017:**

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May 11, Thurs., 1:00.

**Meeting Minutes**

Tuesday, Oct. 18, 2016

1:00 p.m. – 2:30 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
Ana Figueroa	x	
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivic		x
Kimberly Manner	x	
Rick Mayock		x
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Nancy Sander	x	
Stella Setka	x	
Alice Taylor		x
Leslie Tejada		x
Tim Welch		x
Rachel Williams		x
<b>Adjunct Faculty</b>		
Anne Winter	x	
<b>Guests</b>		
Jeanene Ames	x	
Jim Limbaugh	x	
Walter Jones	x	

I. The meeting was called to order at 1:00 p.m. The agenda was confirmed.

II. Meeting minutes from Sep. 19, 2016 were approved.

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**III. Introductions, Announcements & Acknowledgements**

A. Birthdays for L. Alexander, L. Cordova, and J. Culton were celebrated with a four-flavor cake, candles, and song.

B. President J. Limbaugh greeted and welcomed the group.

C. F. Leonard encouraged announcing Club Rush this week.

D. F. Leonard thanked all for contributing toward the reservation deposit at Tony P's in the Marina. Faculty are invited to Happy Hour, this Friday, Oct. 22, at 3 p.m., to welcome new members to the Division.

E. N. Sander attended the SI training last Friday and acknowledged J. Ames for hosting this event. More SI training sessions will be held Nov. 4 and Dec. 2.

F. A. Winter informed N. Sander that computer science instructor, K. Taira, has said that RA has been very valuable to his students.

**G. Acceleration Efforts Report**

1. F. Leonard said that the numbers of innovations as well as the commitment to building and sustaining innovations were important aspects of acceleration.
2. As measured by the federal government, the graduation rate at WLAC is 14% instead of the goal of 15%.
3. One reason for the low rate may be the students' need to be financially stable that results in quitting school in order to work.

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4. L. Alexander suggested a group effort to examine the data and to discuss the issues, especially possible solutions. Statistics show that 25% of WLAC students are homeless at some point.

IV. Communication Studies Class Caps – L. Alexander

A. MOU (Memo of Understanding)

1. F. Leonard stated that the Faculty Guild and Administration agreed to a MOU that allows compensation for faculty who accept more students that the cap on classes. This agreement was originally intended for online classes.
2. L. Alexander wanted input from the Division concerning the impact of the MOU on the quality of learning in communication studies classes.
3. L. Alexander described the current caps. The cap for communication studies is 49 at WLAC. The cap can range from 35 to 45 in the District – CSU 27, SMC 32, LMU 24-26.
4. Since students have to do research and preparation in addition to class room performance and the instructor gives feedback on the research and the performance, L. Alexander believes that the quality of student experiences suffers as class size increases.

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**B. Division Input**

1. F. Leonard suggested that the Division issue a statement that the need for quality of learning should be emphasized over enrollment growth.
2. F. Leonard suggested that the campus researcher be asked to conduct a study to find any correlations between class size and retention as well as success rates for students.
  - a. L. Alexander stated that such a study would not be too useful since classes at WLAC have been large for a long time.
  - b. F. Leonard suggested that success and retention rates correlated to class size at WLAC could be compared to the rates on other campuses with lower caps.

**V. SLO Assessments**

- A. Notifications- S. Setka announced that L. Tejada had sent out notices about assessments due at the end of fall.
- B. Assessments and Evaluations – S. Setka said that either L. Tejada, L. Cordova, or herself could be contacted to determine if there are any faculty to be evaluated who also need to submit assessments.

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C. TracDat Training – Faculty teaching the same class level can collaborate in a group assessment by using TracDat. The next training session will be from 11:30 a.m. until 1 p.m. on Friday, Oct. 22, 2016.

**VI. Academic Senate Committee Participation Policy****A. Division's Input on Senate Definition of a Committee**

1. N. Sander advocates participation in a FIG counting as only part of committee work, not as a substitute.
2. K. Manner moved that the Language Arts Division affirms the Academic Senate definition of a committee, and faculty present at the meeting approved of the motion.

**VII. Lang. Arts Division Report to the Senate**

A. K. Manner asked that anyone who wanted to contribute to the report should send a sentence or two to her before noon on Monday, Oct. 24. The report will be passed on to N. Lincke-Ivić for presentation to the Senate.

B. S. Ruiz and K. Quitschau volunteered to look at the Distance Education addenda for Spanish.

**VIII. RA FIG and One Book Schedule, N. Sander**

A. N. Sander invited faculty to attend the upcoming RA FIGs – General, Math, and Science. Introductory Reading Apprenticeship will be offered as a part of Tech Fair on Tuesday, Nov. 1, 3:30 to 4:30 in HLRC-4E.

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B. C. Norris-Bell requested that the upcoming half-day of RA training be for Language Arts and other text-based disciplines. N. Sander said that she will discuss this event at an upcoming FIG.

C. A summary report for the Work Environment Committee, the RA FIGs, and One Book Schedule was sent out via email prior to today's meeting.

D. The Division recommends that WLAC become a non-smoking and non-vaping campus and asks F. Leonard to inform Jesus Reyes, ASO President, of this recommendation.

**IX. Creativity FIG**

A. L. Alexander read K. Boutry's statement about the Creativity Workshop and distributed a sign-up sheet.

**X. Student Success, C. Norris-Bell**

A. LA College Promise (free first-year community college classes for LAUSD graduates) – C. Norris-Bell announced that she attended a meeting last Friday at City College. A plan from WLAC will be due at the end of November.

B. Summer Bridge – K. Manner requested offering Eng. 103 in addition to Eng. 100 and 101.

C. Eng. 100 Faculty Training – F. Leonard stated that sections of Eng. 100 will expand and that L. Tejada would help train faculty for these sections.

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- D. Equity Funding Proposals – There is a call for proposals to use Equity funding to close achievement gaps, targeting specific groups of students. Nov. 30, 2016 is the application deadline.
- E. Leadership Retreat (the third Friday in April) – Pedro Noguera, keynote speaker at Flex Day, will be the keynote speaker.
- F. New Hires – W. Jones announced that there would be interviews this Friday, Oct. 22, for an additional senior secretary. He also stated that there is movement forward on a new position for clerical help for Language Arts.

The meeting concluded at 2:55 p.m.

Final draft submitted by S. Fong, 11/22/16

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