

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

Tuesday, May 17, 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	
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
Adjunct Faculty		
Nancy Goldberg	x	
Guests		

- I. The meeting was called to order at 1:05 p.m. Agenda was confirmed.
- II. Meeting minutes from Apr. 13, 2016 were approved.
- III. Introductions, Announcements & Acknowledgements
 - A. Faculty celebrated May and summer birthdays with a four-flavor cake and song. L. Alexander shared Hawaiian dark chocolates.

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B. K. Boutry, Creativity Coordinator

1. K. Boutry announced that she was working on a creating a FIG and a certificate program of five courses emphasizing creativity.
2. She is seeking faculty interested in sharing how they use creativity to problem solve in their classes.
3. Kathy will present a paper on WLAC and creativity at a conference in Berlin.

C. Faculty Presentations to Students - N. Goldberg

acknowledged L. Alexander for coming to her classes to speak about how to give effective presentations. She also acknowledged L. Tejada's energy, enthusiasm and welcoming demeanor.

D. Transferring Writing Lab Students -S. Fong announced

that Christopher Benavides, a veteran Writing Lab tutor, has received a full scholarship to major in English at UC Berkeley.

E. New Hire in English - K. Manners announced that Stella Setka has been selected as the new probationary tenure-track instructor in English.**F. Norris Bell acknowledged L. Tejada for helping in evaluating the full-time faculty this semester. She also acknowledged F. Leonard for her work on the Leadership Retreat, adding that the standing-room only attendance**

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of students reflected their rapt interest in the speaker,
 Darrick Smith.

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G. C. Norris and F. Leonard both thanked K. Manner for
 chairing the Selection Committee for English.

H. F. Leonard thanked L. Tejada for her summer adjunct
 referrals.

IV. 21 Unit GE Plan, N. Lincke-Ivić

A. N. Lincke-Ivić was not present, and the topic was not
 discussed at the meeting. Discussions and amendments
 were made via email.

V. SLO Assessments – L. Cordova, L. Tejada, S. Setka

A. L. Tejada announced that there will be a TracDat
 workshop this Friday, May 20, from 9:30 a.m. until 12:30
 p.m. on the fourth floor of the HLRC.

VI. Student Success – C. Norris-Bell

A. C. Norris-Bell announced that J. Ames is the new SI
 coordinator who will be working with L. Tejada, C. Norris-
 Bell, and N. Sander.

B. C. Norris-Bell invited faculty to attend the ATD Student
 Success Event this May 20, 2016, at Harbor College. Six
 people have committed to go; up to ten may be sent.

VII. FPIP Draft

A. K. Manner stated that B. Blustein chairs the revisions of
 the FPIP draft sent out to the Division in an email from F.

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B. Leonard. K. Manner reported that lines 79-81 were changes; lines 91-105 elaborate on position requests rationale. Please send any feedback to B. Bluestein by May 18, 2016.

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VIII. Office Space

A. Office space is needed for two new probationary tenure-track faculty (one in English and one in Spanish).

B. The contract guarantees office space for all full-time faculty members but does not guarantee the location.

C. There was discussion among all present about the best locations for the new hires.

D. It was noted that although 280H had been assigned to Suzanne Floyd, she teaches fully online and comes to campus twice a year on average. H. Bailey-Hofmann asked if F. Leonard had asked S. Floyd about moving into another office. F. Leonard reported that she had, but S. Floyd declined. Discussion ensued about the best course of action.

E. It was decided that offices in "prime locations" should be used by faculty who are on campus regularly.

F. By consensus of the faculty present, F. Leonard was asked to communicate to S. Floyd the desire of the division to locate her in another office so that the new, probationary tenure-track faculty will have offices that

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promote their being able to interact frequently with division faculty.

IX. Flex Week

A. K. Manner asked for topic suggestions for Flex Week.

Faculty suggested TrackDA, RA, a handout for faculty to understand new Transfer policies to give to students, and a review of policies for referring students to psychological counseling and other support services.

B. N. Sander reported 8 faculty from WLAC attended a STEM event that included 25-30 math faculty.

X. Vice Chair Election

A. F. Leonard had sent out an email describing the duties of a Division Chair to help faculty members select a Vice Chair for the Division.

B. In a follow-up to the Division meeting, F. Leonard reported via email that, "VP Ara Aguiar has checked, and the division's full-time equivalent personnel (FTEP) numbers indicate, according to the faculty contract (Article 17C) re-assigned time of 0.2 FTE (7 hrs.) for the elected vice chair, starting July 1, 2016."

C. F. Leonard is working with Dean W. Jones on a day/date/time for this election to take place. Details will be sent out via email.

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D. F. Leonard asked for any tenured faculty members to consider running for Vice Chair. K. Manner has expressed an interest in the position.

XI. Reports from Committee Representatives

A. Referring to DE (Distance Education), L. Alexander reported that there will be Canvas sessions offered online. There will soon be hybrid training classes available.

1. There will no longer be any free Etudes training classes, but new Canvas shells will only be available in January.
2. Instructors will need training to be certified to get a shell.
3. New hires may need to be subsidized to take Etudes training if they want to use an Etudes shell to teach Fall 2016.
4. L. Alexander will ask E. Ichon if faculty can get Canvas shells now instead of waiting until January. She will also ask if instructors need forty hours of Canvas training if they are already Etudes certified.

B. For the Professional Learning Committee, K. Manner stated that May 31 is the deadline to apply for the CRTL training the trainer program. She had sent out details about the stipend and the requirements via email.

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XII. Evaluations – Insights

- A. F. Leonard commended H. Bailey-Hofmann’s evaluations as detailed and comprehensive.
- B. K. Quitschau appreciated the comments from faculty on her evaluation. She said that she would like to get feedback more often than every three years.
- C. K. Manner said that she learns new things to try in her own class while evaluating others. She thought it would be helpful for faculty to invite each other informally to observe each other in action.
- D. K. Quitschau suggested encouraging more faculty sharing and feedback between levels, such as Eng. 28 and ESL as well as Eng. 28 and 101.
- E. M. Michaels said that her students told her that they were encouraged by seeing teachers observing and evaluating other teachers.
- F. K. Manner suggested that one of the responsibilities of future clerical help should be to maintain a physical or digital binder of syllabi and sample assignments that would be available in the workroom for referral by adjuncts.
- G. C. Norris-Bell suggested that clerical help could set up a calendar showing faculty open to class visits by other faculty.

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H. F. Leonard requested that such a binder have tips on making office hours more productive and how to get students to open up during office hour visits.

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I. N. Goldberg suggested that establishing and maintaining an email communication line between students and faculty were important in reducing drop outs.

J. M. Michaels requested suggestions on how to help students with obstacles and personal problems.

K. L. Alexander recommended that the Division Etudes shell be used to ask and answer these and similar questions. Since this shell was created by S. Floyd, C. Norris-Bell requested that the Division asked S. Floyd to convert the shell to Canvas.

L. Division Lunch – Wednesday, June 8, 1:00 – 3:00 p.m.

1. F. Leonard invited all faculty to socialize over lunch the day after commencement, Wednesday, June 8th.

2. M. Michaels suggested meeting at Café Laurent. She offered to make a reservation for fifteen for 1:00 p.m. People may bring their own wine.

M. Security of the Breakroom

1. C. Norris-Bell reported that beverages had gone missing from a cabinet in the Breakroom. Other faculty members have reported food missing from the refrigerator in that room.

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2. The suggestion is to keep the door to the Breakroom closed. The door would be locked after 5:00 p.m.

N. Connections with Adjuncts

1. C. Norris-Bell suggested hosting a meet-and-greet event for adjuncts to be held at 4:00 p.m. before the adjunct orientation during Flex Week. Adjuncts need a tour of the facilities.

The meeting concluded at 2:30 p.m.

Draft submitted by S. Fong, 8/30/16

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