

LANGUAGE ARTS**Division Chair**

Fran Leonard

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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
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Karen Quitschau
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Nancy Sander
Alice Taylor
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

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Apr. 19, Wed., 2:30

May 11, Thurs., 1:00.

Meeting Minutes

Thursday, August 25, 2016

1:00 p.m. – 3:00 p.m., MSA 3

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	
Nancy Sander		x
Stella Setka	x	
Alice Taylor		x
Leslie Tejada	x	
Tim Welch	x	
Rachel Williams		x
Adjunct Faculty		
Roland Gibson	x	
Nancy Goldberg	x	
Esteban Gomez	x	
Bernadette Haney	x	
Ashlea Hayes	x	
Albert Johns	x	
Bradley Lemonds	x	
Guests		
Walter T. Jones	x	
Allison Tom-Miura	x	

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Adjunct Faculty	Present	
Andy Lims	x	
Iris Maybruck	x	
Alison Minami	x	
Lloyd Noonan	x	
Nicole Rehnberg	x	
Anne Winter	x	
Victor Zamora	x	

- I. The meeting was called to order at 1:15 p.m. Agenda was confirmed.
- II. Meeting minutes from May 17, 2016 were approved.
- III. Introductions, Announcements & Acknowledgements
 - A. New Hires in English - Stella Setka and Tim Welch have been selected as new probationary tenure-track instructors in English. Ana Figueroa is the new hire for Spanish.
 - B. Dean Walter Jones invited all to get involved with committees.
 - C. K. Manner acknowledged N. Lincke-Ivic's comments during the Thursday morning Flex Day session.
 - D. C. Norris-Bell acknowledged H. Bailey-Hofmann for her thoughtfulness, especially with new faculty members.
 - E. K. Manner announced a reminder that Michael Pollan's book, *In Defense of Food*, is the book selected for the One-Book Initiative on campus.
 - F. F. Leonard announced the intention to plan a meet and greet for new faculty in this Division.

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IV. Division Reps' Terms

A. K. Manner stated that the standard term has been defined as two years. The group consensus was to adopt two years as the defined term for Senate and Curriculum Committee representatives.

V. Adjunct Rep Election; Senate Rep Election; Curriculum Committee

A. N. Lincke-Ivić offered to become the Academic Senate Representative. S. Setka volunteered to become Curriculum Committee Representative. The candidates were approved by consensus.

B. The position for Adjunct Rep is still vacant.

VI. Reports from Conference Attendees

A. M. Michels reported attending a conference about terrorism. She said that she would like to invite the speaker to present at WLAC. She also attended a conference on Food Expressions in France.

B. A. Winter and N. Lincke-Ivić have both taken the Canvas training course. Faculty can ask for a code from Eric Ichon in Distance Learning to save \$65 when signing up for an online Canvas training course.

C. J. Culton studied techniques for teaching foreign languages at the University of Salamanca.

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VII. Student Success – C. Norris-Bell

- A. C. Norris-Bell announced that Student Success meets the first Wednesday of every month, beginning Sept. 7, 3 p.m., in GC 210K.
- B. Professional development is available in Reading Apprenticeship, Habits of Mind, and Growth Mindset.
- C. C. Norris-Bell said that the One Book Initiative helps build communities across the campus.
 1. K. Quitschau invited faculty to look at her ESL 8 teaching materials for the One Book Initiative.
 2. C. Norris-Bell suggested that faculty can teach an excerpt from the book and are invited to participate in events for the One Book Initiative.
 3. L. Alexander encouraged faculty to go to the campus web site for information on the One Book Initiative.
- D. C. Norris-Bell announced that Project Learn is transitioning to become Black Scholars, moving from grant-funded to being institutionalized. Black Scholars will be speaking at Student Services soon, and all faculty will be invited to attend.
- E. L. Alexander, as co-chair to the ACD (Achieving the Dream) data team, encourages all faculty to join the data team. She invited all to send her an email or to see her in her office, GC 280J for more information.

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VIII. ESL and Non-Credit Courses – A. Tom-Miura

A. A. Tom-Miura announced free non-credit classes available on campus for adult education certificates, basic skills English separate from Language Arts (study skills as well as short-term career development and work force preparation), and non-credit ESL classes.

1. Culver City Adult Venice Skills Center students can matriculate to WLAC.
2. Students make take non-credit courses before taking the WLAC Assessment.
3. She invites instructors to view the Skills Profile now a part of Assessment for alignment with their classes.
4. She has met with ESL instructors to update the non-credit beginning level ESL classes.

B. She said that the program works with local industries to reach populations not yet coming to college by offering short-term classes in high-demand jobs that require less than one year of training.

C. Student Support Offered

1. Allison said that students can take non-credit classes to supplement other classes like Eng. 21 and 28.
2. Some classes are open-entry/open-exit. Other classes can be flexible in fitting students' schedules.

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3. Non-credit classes have unlimited repeatability and will not affect financial aid. Students can receive a grade of SP (Satisfactory Progress).
4. There is no last day to add or register for a non-credit class. The only questions are these: can a student benefit from a class and is there space?

D. Contacting A. Tom-Miura

1. Faculty are invited to contact A. Tom-Miura in SC107, the first cubicle next to H. Lin.
2. The phone extension is 4431.
3. The email address is tommiua@wlaac.edu.

IX. SLOs**A. TracDat**

1. L. Cordova announced that an orientation workshop will be held Friday, August 26, from 10 a.m. until 11:50 a.m. in CE-104. Three more orientations will be held this semester. Training applies as flex time.
2. He said that is working on making videos on TracDat for instructors' use.

B. SLO Assessments

1. L. Cordova advised each discipline to create an action plan based on what was learned from the assessments of last semester.
2. He invited instructors to make a thirty-minute appointment with L. Tejada, S. Setka, or himself for

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help with evaluating SLO assessments and creating an action plan.

- 3. He encourages instructors to share SLOs with students early in the semester to create a plan to implement the SLOs.

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X. Syllabi

- A. F. Leonard announced that instructors need to submit syllabi to AcademicAffairs@wlaac.edu so that Academic Affairs will know which syllabi have been sent.
- B. Additional SLOs have been added, so faculty are encouraged to post course SLOs and match the SLOs on syllabi with those on the master list.
- C. F. Leonard suggests that instructors set class norms with the class during the first class meeting or the first week of classes to obtain consensus. These norms should be included in the syllabi.
- D. Ana Figueroa asked for a statement on emergency preparedness. She was invited to draft a statement for proposal.

The meeting concluded at 3:00 p.m.

Final submitted by S. Fong, 9/21/16

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