

Division Chair

Fran Leonard

Division Vice Chair(s)

Full Time Faculty

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 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.

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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:

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Mar. 14, Mon.

Apr. 13, Wed.

May 17, Tues.

Meeting Minutes

Monday, Feb. 16, 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
Adjunct Faculty		
Dan Brown	x	
Joseph Ferrerosa	x	
Nancy Goldberg	x	
Guests		
Shalaman Duke	x	

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

II. Meeting minutes from Nov. 23, 2015 were approved.

III. Introductions, Announcements & Acknowledgements

A. F. Leonard circulated cards for faculty to sign. She reported that R. Williams is out for six weeks on

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LANGUAGE ARTS

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illness leave. B. Goldberg is ill in Boston and having surgery. K. Boutry is back East due to a family emergency.

B. S. Fong distributed the current Writing Lab schedule and biographical sketches of the current student tutors.

C. F. Leonard commended S. Fong for her efforts in getting the Writing Lab staffing funded by the Student Equity Plan.

IV. Accreditation, Standard II & QFE

A. F. Leonard announced that K. Manner was not at the meeting today because of meeting with the Visiting Accreditation Team Chair.

1. The goal of the visit is peer evaluation.

2. The visit will be March 7 – 10.

3. The team will be visiting classrooms on campus and online.

4. Fran distributed a copy of Standard II and QFE for faculty to view during the meeting.

V. SLO leaders and assessments

A. L. Cordova announced that S. Setka will be a SLO facilitator who will help faculty with all pending SLO assessments.

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1. Each division may have up to two facilitators, with training and a \$1,000 stipend provided. L. Tejada expressed interest in getting trained.

B. The TracDat software system is tentatively scheduled to be piloted during the fall 2016 semester.

C. L. Cordova circulated a page listing pending SLO assessments for faculty to view and update.

1. L. Alexander requested that notifications about what is pending to be sent out so that she can work with adjunct faculty to complete assessments.

2. L. Cordova requests that an email be sent to him to list the names on the pending assessment list of any faculty are not currently teaching.

3. Also, L. Cordova asks for email notification if the SLO calendar is not up to date.

D. The next SLO meeting will be Monday, Feb. 22 in the Winlock Lounge from 3:00 until 4:30.

VI. DSPS Tutoring, Dr. Duke

A. Program Features

1. Dr. S. Duke reported that the budget for DSPS increases with the increase in the number of students joining the program, which is estimated to reach 700 students by the end of the spring 2016 semester.

2. New Hires – An alternative media specialist is available to teach students in the program to use assistive

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technology. Two sign language interpreters have been hired, bringing the total up to three.

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3. Referral Process – It could take up to half a semester to process and then provide services to students: nine hours of testing (three meetings for three hours per meeting). Dr. Duke stated that sometimes test results are inconclusive. The DSPS orientation is not the same as the college orientation. About thirty students are interviewed every week.

4. Volunteer Note-takers

- a. Dr. Duke stated that students in the program are informed that they need to advocate for themselves. Because of their right to privacy, they can choose to or not to disclose a disability. They can ask someone in their class to take notes.
- b. Volunteer note-takers may choose either a \$50 book store voucher or a letter of recommendation from the DSPS office. The application is three or four pages. Copies of notes can be made in SSB 320, the location of DSPS.
- c. Tape recording the class is an alternative, but faculty and students in the class do have a right not to be recorded.
- d. S. Floyd stated that Scott Kecken can help faculty caption material to make it accessible.

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B. DSPS Tutors

1. One math tutor and one English tutor have been hired to work with DSPS students by students' signing up for an appointment to have a thirty-minute session.
2. The department is looking to hire one more tutor for those two subjects. The goal is to employ six tutors.
3. Dr. Duke stated that appointment availability will become available next week.
4. He said that F. Israel will work with him on training new tutors.

VII. Conference Attendance

A. L. Tejada announced a Training Outline for Acceleration from Irvine Valley College. She is willing to email copies upon request.

1. The course had had grant support and a \$500 stipend, but this program is now no longer free. The cost is \$1,725 per person, not including hotel costs.
2. L. Tejada hopes to adapt the outline to WLAC to train more faculty in Acceleration.

B. Assessment and Acceleration

1. Students taking assessment have a choice between taking Eng. 21 or 100. Counselors have been informed about how to describe the choices and the new class, Eng. 100.

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2. K. Quitschau pointed out that students can take the English class assessment instead of the ESL assessment can get very different and possibly inappropriate placement choices presented.
3. L. Tejada stated that she had students write a diagnostic writing sample in her accelerated classes. She reported that one student felt the class was too hard. Another student asked to stay in the class for at least two weeks.
4. K. Quitschau stated that there would be no adding in her ESL classes after the first two weeks.

VIII. Study Abroad**A. Dominican Republic**

1. C. Norris-Bell announced that Eng. 101 will be offered in a summer abroad program; she is seeking help in recruiting students for this hybrid class.
2. Two weeks of the class will be in-person, abroad. One week of the class will be online for students to complete a research project.

B. Morocco

1. N. Sander announced that a two-week service learning experience to help children will be offered in July.
2. The program will cost \$2,000, including room and board but not including air fare.

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3. N. Sander requests help in recruiting students who can commit by April.

IX. Student Success, C. Norris-Bell

A. C. Norris-Bell announced that interviews to pick a SI coordinator will soon commence. There is currently one SI tutor in English 100. The number of SI tutors will grow once a coordinator is hired. SI tutors are former students who come back to attend a class they have already successfully completed to help struggling students and to lead sessions for students outside of the classroom.

B. Poster Showcase May 12, 2016

1. C. Norris-Bell stated that a director will soon be chosen to manage the Showcase.
2. H. Bailey-Hofmann suggested that faculty offer extra credit to student participation in finding secondary research for a poster. Students can also attend the event and answer research questions for extra credit.

X. Committee Participation

A. C. Norris-Bell stated that an audit of faculty participation in committees has not yet been completed.

B. Goals – a sense of parity and encouraging participation

C. Definition of a committee

1. The contract requires membership in at least one committee

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2. Definition of a meeting to be determined – meetings that informal, off-campus with no WLAC presence, meet infrequently
3. N. Sander requests that FIGs be considered committees
4. Release time is not counted as committee time
5. Recognized committees publish minutes, meeting agendas, and attendance sign-in

XI. 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

B. Topic – Cultural Competence

1. Trainings are scheduled on how to implement culturally relevant teaching and learning in classes

C. Topic – Impact of SLO Process

1. C. Norris-Bell would like to have the Division request S. Setka compile a list of best practices based on the SLO assessment information submitted so far

D. Topic – Setting Classroom Norms

1. Following a collaborative approach and RA practices, students can work together to discuss and agree upon classroom conduct and etiquette.
2. Students can hold each other accountable

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XII. One Book, N. Sander

A. N. Sander encouraged faculty to submit 2016-2017 Book Nominations

B. N. Sander invited faculty to meet with S. Trujillo and her once a week to organize events for the One Book (panels and facilitated discussion groups)

XIII. Selection committees for English and Spanish are forming.

Let Fran know if you're willing to serve, and the EEO training for selection committee members is being held at LA Trade Tech On Friday, Feb. 19, 2016. Faculty unable to make that date have asked for additional training dates to be scheduled.

The meeting concluded at 3:00 p.m.

Submitted by S. Fong, 3/14/16

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