

LANGUAGE ARTS

Language Arts Division Meeting – Wednesday, October 25, 2017 –GC 210 K

Division Chair
Fran Leonard

Division vice Chair
Luis Cordova

Division Secretary
Linda Rodriguez

Full Time Faculty
Linda Alexander
Kathy Boutry
Holly Bailey-Hofmann
Luis Cordova
Anthony Cuomo
Ana Figueroa
Suzanne Floyd
Fran Leonard
Nuala Lincke-Ivic
Kimberly Manner
Rick Mayock
Margot Michels
Clare Norris-Bell
Karen Quitschau
Sandra Ruiz
Stella Setka
Leslie Tejada
Tim Welch

**Curriculum Committee
Reps**
Sandra Ruiz
Stella Serka

Academic Senate Rep
Nuala Lincke - Ivic
Adjunct Rep
(Vacant)

Instructional Assistant
(Vacant)

**Meeting
Dates | Times | Location**
In GC 210 K

Unless otherwise noted:

Fall: 2017

August 24, Thurs. Flex Day
after lunch

September 18, Mon. 2:30 pm

October 25, Wed. 2:30 pm

November 20, Mon. 2:30pm

Spring 2018

February 21, Wed. 2:30pm

March 12, Mon. 2:30pm

April 18, Mon. 2:30 pm

May 21, Mon. 2:30 pm

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hoffman	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa	x	
Suzanne Floyd	By Phone	
Fran Leonard	x	
Nuala Lincke-Ivic		x
Kimberly Manner	Reassigned	
Rick Mayock	x	
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Stella Setka		x
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
Ernest Young	x	
Anne Winter	x	
Lloyd Noonan	x	
Secretary		
Linda Rodriguez	x	
Guests		
Shalomon Duke	x	

1. The meeting was called to order at 2:35 PM
a. Roundtable introductions

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
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- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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- a. L. Alexander recognized and thanked S. Ruiz for bringing fruit tarts from Porto's for the meeting.
- b. M. Michels recognized A. Figueroa and L. Rodriguez for organizing a colorful and fun filled baby shower for S. Ruiz.
- c. L. Cordova recognized and thanked the faculty members for participating in the evaluation process. He also acknowledged F. Leonard for her work ethic and strong leadership as chair of the Language Arts Division.
- d. H. Bailey-Hofmann recognized L. Rodriguez for taking time to go the Academic Senate meeting to deliver ATD documents. She also recognized T. Welch for organizing and chairing the FIGs for Guided Pathways.

3. Minutes

- a. The Division meeting minutes for September 18, 2017 were distributed, reviewed, and approved without changes.

4. DSP&S Update, S. Duke

- a. Dr. Duke provided an overview of DSPS and the functions of the OCR (Office of Civil Rights). There is now a formal process being implemented formalizing procedures necessary to accommodate students requiring DSPS services translated to the classroom. Instructors are to commit due diligence to documentation and follow up of student requests/complaints. VP's R. Gonzales' and A. Aguire will circulate the formal policy documents to the faculty for review. These documents will be posted on our website. They will also be included in the student handbook. The new policy will define specific timelines. For future reference, DSPS requires a specific application, documentation to affirm disability type and information that specifies how the disability might affect the student's educational success. Please note, Only students and teachers are supposed to be in the classroom: no attendants and no children.

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5. Motions

- a. S. Ruiz provided information from the Curriculum Committee regarding students who have a BA/BS degree from a four-year institution and want an AA/AS degree: a student who transfers into college only needs six units at WLAC within major to gain an additional degree. Board rule now states students must still complete local GE requirements and competency even though they may have an awarded BA.

Suggested options by Articulation Officer, A. Martinez:

Option 1: will award AA/AS degree with only major but still meet competency only for local degrees; we will accept GE reqs. from a four year school. (Not BAs or ADTs).

Option 2: Students must meet all local requirements.

Faculty discussion followed by voting. Show of hands for option 1. To accept GEs from a four year school. 15/18. The motion carries.

6. Announcements, Reports

- a. L. Alexander – Requirements to teach online classes. Instruction will be moving from Etudes to Canvas. Subsequently, all online instructors will need Canvas certification. Senate President, H. Bailey-Hofmann has stated, the Academic Senate passed a motion encouraging President Limbaugh to provide funding for Canvas training through Academic Services for an additional 200 instructors.
- b. L. Alexander – OER – There will be a conference November 3, 2017 at Cerritos College regarding Open Educational Resources. There is also an OER FIG, which will be meeting in November and December for anyone interested in participating. OER classes are currently identifiable on the class schedule.
- c. Language Arts will be giving a Power Point division report presentation to the Academic Senate at the November 14, 2017 meeting. The prompt asks for “three innovative practices that have been adopted by faculty members...to promote student learning and

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- success and what evidence do you have that they have been or will be effective?" Second, "How have you engaged or do you plan to engage in dialog about these practices in you division?" Third, "how have you or will you document that dialog?" Slide revisions for all disciplines must be submitted by November 6, 2017. Presenters will meet with L. Cordova for a dry run prior to the meeting.
- d. T. Welch – Language Arts has a Chromebook for use by the Language Arts faculty. As the Chromebook is Internet based, the user is required to have a Google Account in order to access Google Docs for presentations. Users must utilize documents within their personal accounts.
 - e. H. Bailey-Hofmann – Division Realignment – The Academic Senate will open a process assessing why departments belong under specific umbrellas. Proposals for relocation must be accompanied by a justification. A handout with suggested protocols for realignment was distributed. In addition, N. Lincke-Ivic distributed an email 10/19/17 with attachments concerning grants policy/process. For additional information or feedback, contact H. Bailey-Hofmann or N. Lincke-Ivic.
 - f. K. Boutry – Creativity – There will be a Creativity FIG November 28, 2017. All are welcome to participate. If you would like to pair your class with Creativity (noncredit) or have suggestions about possible conference speakers for the Creativity spring summit on April 21, 2018 please contact K. Boutry.
 - g. L. Cordova – SLOs – Covered questions and discussion concerning how to treat SLOs throughout the semester, how to build new SLO narratives and quality control for SLO addendums in the spring semester. English discipline has determined to archive English 21, to retain English 28 until an English 100 online course is approved and to continue discussion concerning English 100. Instructors are encouraged to prepare data for Program Review this spring. What are our successes by discipline and within the division?

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Meeting adjourned at 4:05 pm followed by Birthday acknowledgements and refreshments.

English Discipline Meeting – Reconvened at 4:12 pm

Attendance: H. Bailey-Hofmann, K. Boutry, L. Cordova, S. Floyd by phone, F. Leonard, C. Norris-Bell, L. Rodriguez, L. Tejada, T. Welch

1. MMAPs and Legislation – AB 705
 - a. A. Tom-Miura is working with non-credit and reading specialists.
 - b. The common assessment has ended.
 - c. Under AB 705, students go directly in to college level courses based on high school achievement levels. Discussion concerning how West L.A. College will implement this new procedure.
2. Other Business
 - a. L. Tejada will be attending a conference on acceleration and co-requisites.
 - b. C. Norris-Bell acknowledged K. Manner for her work in acceleration.
 - c. A letter to J. Ames will be drafted by S. Floyd and signed by additional English discipline instructors concerning the need for online tutors.
 - d. Request to develop a Canvas shell for the Language Arts division.

Meeting adjourned at 4:47 pm

Minutes completed by L. Rodriguez

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