

LANGUAGE ARTS

Language Arts Division Meeting – March 12, 2018 – 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 Setka

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	By Phone	
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	
Secretary		
Linda Rodriguez	x	
Guests		
Cyrus Helf	x	

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

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- 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. F. Leonard thanked the faculty for their attention and hard work on Program Review, with Luis' leadership. The resource requests will go to the P.I.E. committee for prioritization on April 27th. L. Tejada will represent Language Arts.
- b. There is a Town Hall Meeting scheduled for March 8, 2018. Discussion will focus on the implementation and impact of AB 705, including acceleration, co-requisites and Guided Pathways.
- c. Employee Recognition event will be held on March 28, 2017 from 1:30– 3:00 PM.
- d. Commencement will be June 5, 2018. Faculty participation is encouraged.

3. Draft Minutes

- a. Draft minutes from the Language Arts division meeting of November 20, 2017 and February 21, 2018 approved.

4. Demonstration of Proctorio – Cyrus Helf, Distance Ed.

- a. Proctorio is an online proctoring program, which when initiated can monitor the students' movement and behaviors during exams. Computers must have both a web cam and a microphone to allow participation. The use of this software must be announced to the student prior to use. C. Helf gave an online demonstration of the various parameters of the program to assess possible cheating. He also provided comprehensive Canvas instructor guides for the faculty. There will be additional Canvas training scheduled in April.

5. SLO's – Tabled

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- a. The faculty has agreed to support a request initially submitted by the Math & Science division regarding gun safety and active shooter concerns on our campus. Language Arts write a letter of support, requesting the Board of Trustees of the LACCD to initiate action to retrofit classroom doors with mechanisms.

Meeting adjourned at 3:25 PM

English Discipline Meeting Reconvened at 3:35 PM

Attendance: F. Leonard, L. Cordova, L. Tejada, T. Welch, S. Floyd (by phone), L. Rodriguez, A. Cuomo, A. Figueroa

1. Acknowledgements -

- a. F. Leonard thanked the faculty who attended the DAS-sponsored Discipline Day.

2. AB-705 - English 21, 28, and English 100

- a. English 21 will be archived in fall of 2018 with the approval of the online addendum for English 100. Currently, English 28 will remain under review pending the training for and scheduling of English 100 online for Fall 2018.
- b. Co-requisite models are under review.
- c. Literature Rotation - Newly updated, thanks to T. Welch's efforts.

3. New Construction

- a. Volunteers needed to participate in the Facilities Committee regarding the construction of the new building.

Meeting adjourned at 3:50 PM.

Minutes completed by L. Rodriguez

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