

LANGUAGE ARTS

Language Arts Division Meeting –Monday, May 21, 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
Nuala Lincke-Ivic
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
Anthony Cuomo
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

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Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa	x	
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivic	x	
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		
Lloyd Noonan		
Guests		
Hector Gutierrez	x	
Blanca Gutierrez	X	
Secretary		
Linda Rodriguez	x	

1. The meeting was called to order at 2:32PM

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- 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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2. Acknowledgements, Announcements

- a. K. Boutry was congratulated on being elected and welcomed as the incoming chair of Language Arts.
- b. Fran Leonard's retirement party will be May 31, 2018.
- c. Commencement will be on June 5, 2018. Marshalls are needed. Please contact Holly Bailey-Hofmann to volunteer.
- d. Language Arts will be hosting a pinning celebration outside the Café, for the Language Arts graduates. This will be at 3:30 PM, June 5, 2018 prior to the graduation ceremony.
- e. There will be a happy hour at Janga in Culver City following commencement exercises.
- f. N. Lincke-Ivic - the creative writing club is establishing a new Canvas site.
- g. N. Lincke-Ivic will be taking a group of LGBTQ students on a field trip to see The Gay Men's Choir of Los Angeles perform at the Getty Museum.
- h. K. Boutry announced that Creativity hosted a successful open mic event on May 17, 2018.
- i. Special welcome and introductions for Hector Gutierrez and his new wife Blanca.
- j. Faculty acknowledged those with May birthdays, followed by Birthday cake.

3. Draft Minutes

- a. The draft minutes for April 19, 2018 reviewed and approved.

4. AB705 Implementation

- a. T. Welch and L. Tejada – Co Requisites under AB 705 are optional. Discussion focused on offering a 1unit class as a supplemental course.

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- b. F. Leonard announced that non-credit would be taking over basic skills. Instructors are advised to direct students to support resources.
- c. S. Ruiz reported on the Academic Senate regional meeting. Course completion for students under AB 705 require students to complete English and Math requirements in their first year of college. The question was raised as to what is the recourse if the student fails.

5. Curriculum Committee Report – S. Setka

- a. The faculty unanimously voted to archive English 28.
- b. Online English 100 has been approved.
- c. SLO assessments are scheduled for fall 2018. My College email will merge with Office 365 at the end of June. This will provide an alternative to Canvas shelves that will enable faculty to dialogue about assessments in TracDat.
- d. K. Boutry – There has been a dialogue with A. Tom-Miura regarding ESL co-requisites. There has not been a determination as to whether these should be credit or non-credit.
- e. H. Bailey-Hofmann – Academic Senate voted to make non-credit an academic division, which will follow bargaining agreements. This will include a faculty chair assignment.

6. Class Syllabi – Submitting – Note Changes. L. Rodriguez

- a. Syllabi are due on the first day of class and should be submitted to the Academic Affairs email. Instructors teaching multiples of the same courses, i.e. 3 sections of English 103 on ground, may submit the same syllabus for all 3 sections by indicating all 3 section numbers when submissions are sent to Academic Affairs. Separate syllabi are required for differing sections. Failure to submit syllabi may result in counseling memos for non-compliant faculty.

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7. Student Concerns

- a. Please check your West emails and respond to student inquiries.
- b. Use balance when presenting hot button issues.
- c. Do not make hasty generalizations.
- d. Use a rubric for fairness and uniformity. H. Bailey-Hofmann is willing to allow instructors to import her rubric on Canvas.

8. Collaborating with High School Faculty

- a. Jumpstart and Upward bound faculty can provide us with future opportunities for preparation for incoming students by providing us with insight as to what curriculum and readings they are using. Collegiality can help us all to be more effective.

Meeting adjourned at 3:40 PM

Discipline meeting topic of AB 705 was covered in earlier discussion. No additional time was required.

Minutes prepared by L. Rodriguez

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