

**Division Chair**

Fran Leonard

**Division Vice Chair(s)****Full Time Faculty**

Linda Alexander  
 Kathy Boutry  
 Holly Bailey-Hofmann  
 Luis Cordova  
 Suzanne Floyd  
 Fran Leonard  
 Nuala Lincke Ivic  
 Kimberly Manner  
 Clare Norris  
 Karen Quitschau  
 Nancy Sander  
 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**

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
 Mar. 11, Wed., 2:30 p.m.  
 Apr. 27, Mon., 1:00 p.m.  
 May 20, Wed., 2:30 p.m.

**Meeting Minutes**

Wednesday, Feb. 25, 2015

1:30 p.m. - 3 p.m., GC 210K

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivić	x	
Kimberly Manner	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Nancy Sander	x	
Rachel Williams		x
<b>Adjunct Faculty</b>		
<b>Guests</b>		
Norma Jacinto	x	
Margot Michels	x	

- I. The meeting was called to order at 1:40 p.m. Confirmation of the Agenda –Discussion of Eng. 28 SLOs added.
- II. Introductions, Announcements & Acknowledgements
  - A. Upcoming Professional Development Events – K. Manner
    1. Tutor 2015 Expo at Pierce College; Friday, March 20, 2015; from 9 a.m. until 3 p.m.

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2. Habits of Mind at WLAC; Friday, March 6, 2015; 8:30 a.m. until 2 p.m.

3. Professional Learning Events – WLAC calendar posted at the WLAC faculty page:

<http://www.wlac.edu/Professional-Learning/index.aspx>

**B. CSEP (Comprehensive Student Educational Plan)**

1. N. Sander encouraged faculty present to please inform students about the meaning and importance of academic probation.

2. Students on academic probation for two consecutive semesters will lose their fee waivers if they have been receiving financial aid.

3. Students who do not have a CSEP completed before March 25 will not have priority registration.

4. A flier was distributed to announce that students may now make Saturday appointments to work with a counselor on a CSEP. Appointments are available between 9 a.m. and 2 p.m. and can be made in the Counseling Office or by calling (310) 297-7212.

5. N. Sander said that P. Banday can be contacted for faculty to obtain a digital version of the flier for online classes.

6. C. Norris-Bell stated that she gave her students an assignment to make an appointment to get a CSEP.

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### C. Poster Showcase

1. C. Norris-Bell announced that Arnita Porter will be the director of the Poster Showcase to be held on May 14, 2015. Language Arts will provide her office space.

### III. Minutes Pending

- A. Minutes from the Thursday, Nov. 13, 2014 Division meeting will not be approved until – by her request – N. Lincke-Ivić has sent a revision of what was summarized regarding her statement about California Literature. The revision has not been submitted for review.

### IV. Selection Committee for English

1. F. Leonard announced that notice of new positions for English instructor has been posted.
2. The selection process will include examination of the applicants' writing prompt samples, assessment of student writing, and a teaching demo presentation
3. K. Manner was identified as one of the compliance officers.
4. F. Leonard requested that faculty send her dates of when they could participate on the screening of applications and participation on the selection committee, keeping in mind that there would be an accreditation visit on March 25 and 26.

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## V. Proposed Divisional Reorganization Plan

A. Norma Jacinto, full-time faculty in Spanish, expressed concern about joining a larger Division.

1. M. Michels, full-time faculty in French, and she were concerned about the on-going loss in class sections for the foreign language classes despite efforts to get classes and sections re-instated.

2. N. Jacinto stated that there was minimal allocation to foreign language while a lot of budget went to multimedia and theater. The cuts are breaking the class sequence and delaying student progress.

B. N. Sander stated that the ESL discipline also experienced drastic cuts. The Language Arts Division has been supportive of efforts of ESL instructors (paired classes, Reading Apprenticeship) to reinstate classes to re-build the ESL sequence by increasing enrollment. Allocations to disciplines are based on student demand as well as programmatic relevance.

1. Since transfer is a goal, N. Sander encourages the Language Arts Division and the foreign language discipline to work as a team to advocate for language and literature instead relying solely on data and enrollment to determine allocations.

2. As Academic Senate Vice President, Holly Bailey-Hofmann stated that she will ask

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3. President Abu-Ghazaleh if allocations are affected by discipline or by division.
4. Faculty members present at the Division meeting unanimously voted to accept the motion that the Language Arts Division welcome the foreign language and ASL disciplines into the Language Arts Division.

**VI. Student Success**

**A. Instructional Support Services Workgroup**

1. C. Norris-Bell stated that there needs to be an examination of the role of LSK classes, tutoring, and support services in student success. The first meeting of this workgroup will be at 3 p.m. on Thursday, Mar. 5, in GC-210K. Email invitations to join this group will be sent out.
2. K. Manner announced that there will be meetings for the Professional Learning Subcommittee every second Tuesday of the month at 3:15 p.m. Please send her email if interested in joining.

**VII. SLO Assessment**

**A. Pending Assessments**

1. L. Cordova distributed a copy of an email of the SLO report for the Language Arts Division.
2. L. Cordova asked faculty to contact either R. Okawa or him regarding incomplete assessments.

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3. L. Cordova will update the SLO calendar after further input from faculty since some said that work identified as pending had already been completed and sent.

**VIII. Black History Month Report**

A. C. Norris expressed her disappointment that there were only two events to celebrate the month: The LEARN Poetry Lounge and the Annual African Marketplace.

B. R. Williams, Chair of the Black History Month Committee, was absent from the meeting.

**IX. Senate Report**

A. K. Manner distributed copies of the Feb. 25, 2015 Senate Report at the meeting and online via email. Included in this report is the announcement that SLO Assessments are due when grades for the semester are due.

B. K. Manner is co-chair of standards of accreditation and welcomes volunteers on the accreditation committee for Standard 2A.

C. The Committee of the Whole will meet March 10 with action on the proposed division reorganization for each division to be taken at the March 24 Academic Senate meeting.

**X. Future Agenda Items**

A. Acceleration Project Training– Applications are due at the end of March; encourage Eng. 21 faculty to go through the training.

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- B. Assessment and the Achievement Gap – Discussion of adjusting cut scores to help students to place at higher levels: 80% into Eng. 101 instead of 80% out of 101.
- XI. Eng. 28 Course Outline and SLOs
- A. N. Lincke-Ivic distributed a copy of a report of work completed for the Eng. 28 COR update. This report had been sent earlier via email.
- B. The document was not reviewed by the entire group present, but K. Manner and C. Norris-Bell stayed afterward to discuss the document's content.
1. They request that the complete revised course outline be given to the English discipline faculty before discussion of the outline and the proposed SLOs at the next Division meeting and before the next Curriculum Council meeting.
  2. C. Norris-Bell stated that the skill of writing a summary is an Eng. 21 SLO, so there should not be a duplicate SLO in sequential classes.
  3. K. Manner suggested another SLO for Eng. 28: by the end of the course, students should effectively demonstrate QSP (quoting, summarizing, and paraphrasing) from college-level texts in their compositions since these students are preparing to go into college-level courses.

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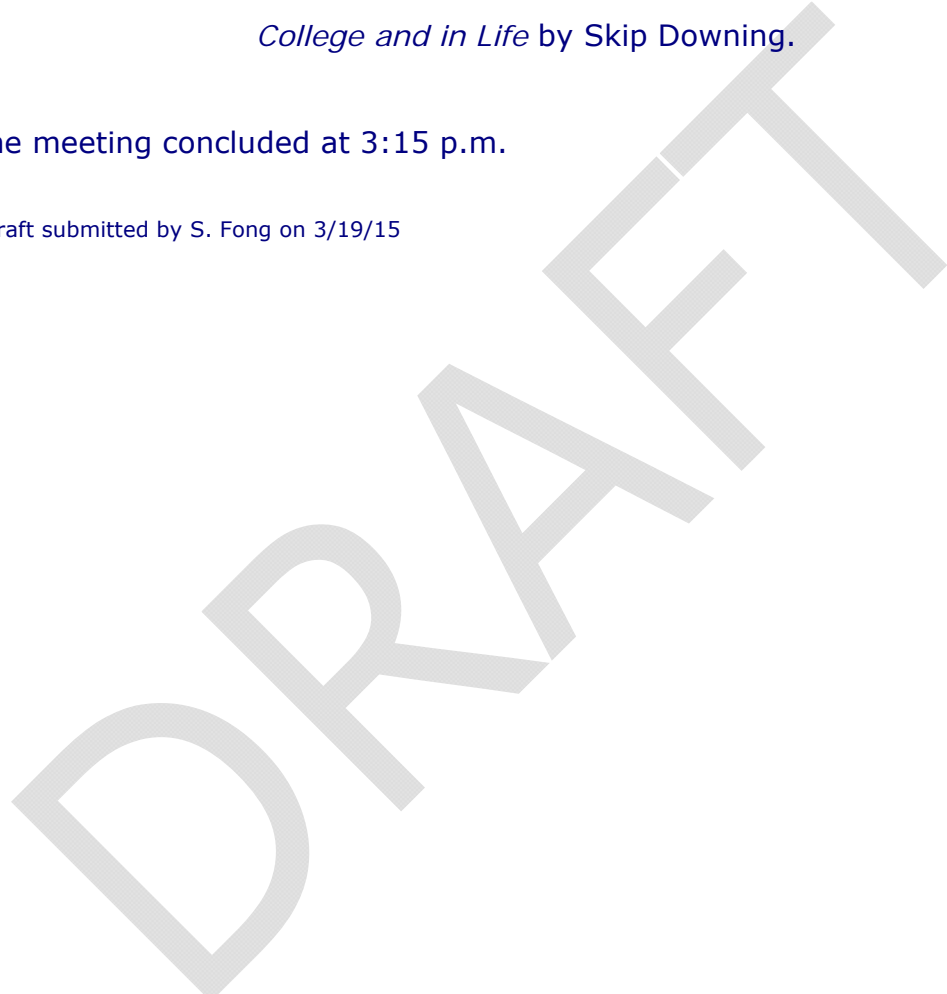
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- 4. K. Manner and C. Norris-Bell propose this textbook for Eng. 28: *On Course; Strategies for Creating Success in College and in Life* by Skip Downing.

The meeting concluded at 3:15 p.m.

Draft submitted by S. Fong on 3/19/15



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