

Meeting Minutes

Sept. 16, 2013

GC 210K, 1:00 P.M. – 3:00 P.M.

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

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-Ivic		x
Kimberly Manner	x	
Clare Norris	X	
Karen Quitschau	X	
Nancy Sander	x	
Rachel Williams		x
Adjunct Faculty		
Invited Guests		
Jane Witucki	x	
Nabil Abu-Ghazaleh	x	

- I. Welcome
- II. 8/22/13 Division Meeting Minutes Approved
- III. Acknowledgements & Announcements
 - A. H. Bailey-Hofmann distributed fliers to announce that 20 students need to be recruited for the S-Stem Grant before \$40,000 has to be returned.

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Spring 2014

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 Be present and committed to the task at hand
 Listen to new ideas
 Start and end on time

Speak to an issue only once

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Place new items in the "parking lot" for a future meeting agenda.

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Students majoring in science, technology, and computer science can be eligible for scholarship money, receive mentoring, go on field trips, and produce papers based on research. Interested students should be referred to Dr. Abraha Bahta at (310) 287-4236 or to Holly Bailey-Hofmann at (310) 287-4547.

- B. At the beginning of the meeting, the birthdays of Clare Norris and Rachel Williams were celebrated with cake.
- C. C. Norris thanked all faculty who participated in the Semester Kick-Off.
 - 1. 259 students signed in for the event.
 - 2. C. Norris wants to work on increasing student and faculty participation.
 - a. K. Quitschau suggested that a message be added to assessment printouts to invite students to the next semester kick-off.
 - b. F. Leonard observed on the third day of Welcome Week that many students looking to add classes had not seen a counselor, had no academic plan, and carried no pens or pencils with them.
 - c. F. Leonard and C. Norris suggested that there was a need for discussion about what the division can do to bring in ASO and Counseling to address the above issues.
 - 3. Late-Start Classes
 - a. Students need to be made aware of the incentive of getting ahead in line for enrollment if they go to assessment and orientation as well as develop an educational plan.

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- b. K. Boutry pointed out that some students had to wait for summer grades to be posted before they could sign up for classes.
- c. F. Leonard reported that N. Lincke-Ivić kept a list of students who wanted to add her class. She used the list to contact students about late-start classes.

IV. Spring 2014 meeting dates/times approved – all at 1 p.m. – Wed. Feb. 19, Mon. Mar.17, Thurs. Apr. 17, Mon. May 12

V. Winter Intersession Classes

- A. The Division may be able to offer 8-10 sessions proposed, prioritized on a list distributed by F. Leonard. The classes proposed are intended to help students complete their certificates and degrees. The intersession will be five weeks long.
- B. There was a decision to offer the winter Eng. 21 four days a week (2.5 hours per day) instead of five days (2 hours per day) a week.
- C. A time grid was requested to help in scheduling.

VI. Curriculum – Course Outline Updates, J. Witucki

- A. J. Witucki, the Chair of Curriculum Committee, ext. 4282, distributed a handout of course outline updates.
- B. Asked about winter intersession seniority, J. Witucki stated that a refusal to teach a winter course by a full-time instructor will send that instructor to the bottom of the seniority list.
- C. She announced that she can be contacted if anyone would like help with a pre-curriculum-tech review.
- D. C. Norris, K. Manner, and F. Leonard have offered to help with the course outline update for Eng. 21 and 20A.

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1. L. Cordova suggested that the Division might consider presenting essential skills workshops like the presentation of one skill in a lesson. K. Quitschau and N. Sander suggested that faculty could be asked to volunteer to teach such a workshop one Friday out of the semester.
2. L. Cordova suggested asking Personal Development instructors to come to Eng. 21 classes to discuss time management, listening skills, and study skills. N. Sander suggested pairing Eng. 21 with PD classes, such as is done with ESL 5A and PD 40. Students could get counseling help that way, too.
3. H. Bailey-Hofmann stated that she has required Eng. 21 students to complete *West Guide* assignments for the students to get some of these essential skills.
4. C. Norris said that RA (Reading Apprenticeship) can be a part of the Eng. 20A and Eng. 21 outlines. 5
5. President N. Abu-Ghazaleh stated that a consensus will be needed on what is covered in Eng. 21 as students make the transition between Eng. 21 and 28. Course outlines can be taken to the District Curriculum Committee to get more consistency.
 - a. He asked at what point is this issue beyond the content of teaching English? Does a new or different course need to be created, and would colleges across the district accept that new course?
 - b. Could cross-disciplinary courses be designed to be taught daily during the summer and winter sessions, all day long, and for two weeks to prepare students for classes by getting students acclimated to college and building a learning community? Any faculty member

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from any discipline could teach or team-teach with other faculty experienced in teaching this intensive course.

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VII. Program Review

- A. Program Reviews are due Friday, Oct. 25, 2013.
- B. F. Leonard invites faculty to come to training workshops every Friday until Oct. 18th, from 10 a.m. until noon in HLRC 218 where there will be access to IES (institutional effectiveness).
- C. There are new questions and SLO assessments to be done.
- D. At the WLAC website, the link to Program Review will show new data that need to be viewed and analyzed. Consistent with our stated goals in last year’s program review, students need to be tracked from Eng. 21 to see if progress through the sequence of classes has improved.
- E. A discussion of the new questions can be conducted with the Etudes shell for the Division.
- F. The Division may need to ask Rebecca Tillberg about the data for any trends in question. For example, there was an earlier “W” drop date this fall, 455 online adds were backlogged, Distance Education staff was reduced, and enrollment of students was lost when they couldn’t add online classes.
- G. L. Cordova asked for a future discussion of how the Division can collaborate with Counseling to get all English students to counseling at least two times in a semester. K. Quitschau stated that ESL students learn about collaboration when they develop study groups inside and outside of the classroom and begin to feel connected.

VIII. Writing Lab - Policies & Practice

- A. A rough draft of current policies and practices for this campus Lab and the OWL (Online Writing Lab) has been posted in the Etudes site for the Division

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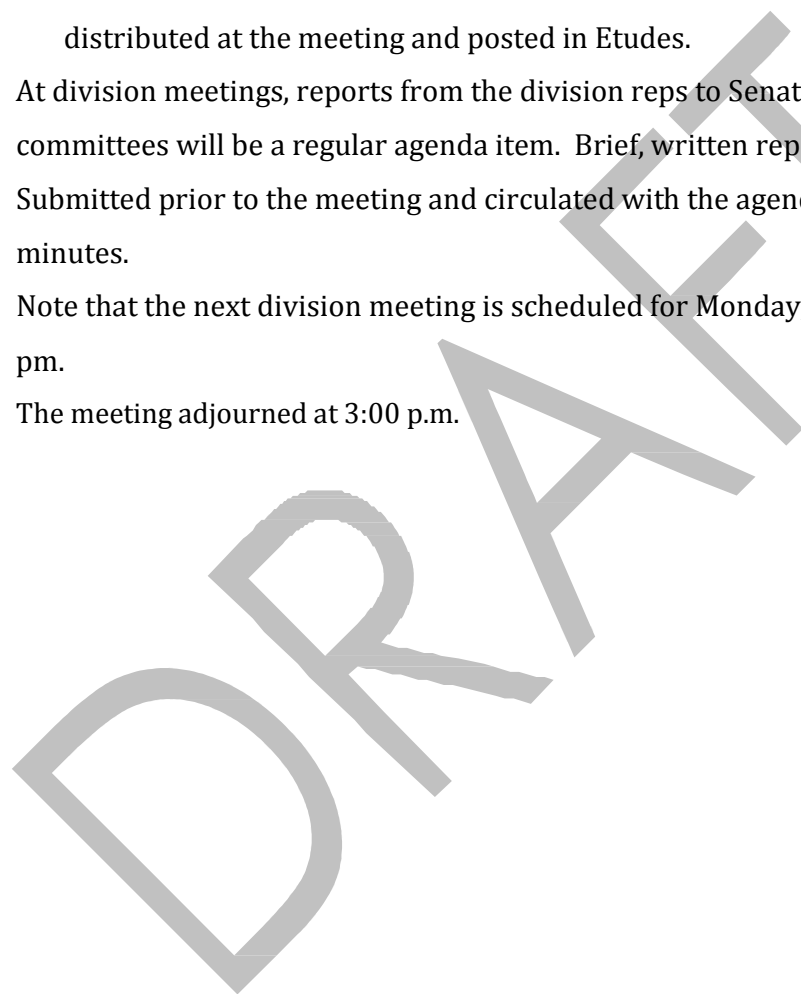
B. (see the topic in the Language Arts Virtual Roundtable in Discussion) and was distributed at the meeting with a request for input.

C. A sheet of biographies to introduce the tutors for this semester was also distributed at the meeting and posted in Etudes.

IX. At division meetings, reports from the division reps to Senate and college committees will be a regular agenda item. Brief, written reports can be Submitted prior to the meeting and circulated with the agenda and draft minutes.

Note that the next division meeting is scheduled for Monday, Sept. 30, at 2:00 pm.

The meeting adjourned at 3:00 p.m.



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