

LANGUAGE ARTS

AGENDA

Monday, September 16, 2013

1:00 p.m., GC 210K

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

- I. Confirmation of the Agenda
- II. Minutes of the August 22, 2013 meeting
- III. Announcements & Acknowledgements
- IV. Proposed Spring 2014 meeting dates/times – all at 1:00 p.m.
 - Wed. Feb 19
 - Mon. Mar 17
 - Thurs. Apr 17
 - Mon. May 12
- V. Our “Can Do” List for Fall
 - A. Curriculum – Course Outline Updates, J. Witucki
 - B. Winter Intersession Classes
 - C. SLO assessment – new tool
 - D. Program Review Teams/Timeline
 - 1. Assess progress on last year’s goals
 - 2. New questions + data analysis
 - 3. Program Reviews are due: Oct. 25, 2013.
- VI. Facilities Committee – Part 1 and Part 2
- VII. Focus on Teaching and Learning – discussion
- VIII. Writing Lab Report, S. Fong
- IX. Committee Reps’ Reports

- 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.

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

Fall 2013: Sep 11 - 1 pm,
Sep 19 2 p.m, Oct 15 3 pm,
Nov 6 1 p.m, Nov 6 2 pm

Spring 2014

