

Meeting Minutes

October 8, 2012

General Classroom 210K, Language Arts Conference Room, 3:00 P.M. – 5:00 P.M.

Present: L. Alexander, K. Boutry, L. Cordova, B. Goldberg, S. Floyd, S. Fong, C.

Norris, K. Quitschau, N. Sander

Guest: J. A. Friedman

1. Welcome and Call to Order
2. Organizational Items
 - a. Confirmation of the Agenda
 - b. Approval of Minutes – The minutes of Sept. 12, 2012 were approved.
 - i. It was moved to put making an official departmental decision on whether to recommend the *West Guide to Writing* instead of the Hacker guide on a future meeting agenda.
 - ii. Senate dues can be paid through Pay Pal at the web site. The dues help fund scholarships and special circumstances, such as faculty bereavements. Senate lunches are not paid for out of dues.
3. Finalize Ground Rules
 - a. K. Boutry suggested and the group agreed to strike the first three ground rules listed at the bottom of this page and to keep the last four rules since those are more quantifiable than the first three rules.
4. Program Review, 2012-13 Division Goals & Measurable Outcomes
 - a. F. Leonard has sent a pdf of the Q's and A's from the last program reviews to help the division to assess the current progress while using current data.
 - b. F. Leonard suggested that the Division include at least one FPIP application, if not two, in conjunction with the Language Arts program review by the November 8th deadline. Depending upon funding, a new hire could be

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Fran Leonard

Division Vice Chair(s)

Full Time Faculty

Linda Alexander
Kathy Boutry
Holly Bailey-Hofmann
Luis Cordova
Suzanne Floyd
Bernard Goldberg
Fran Leonard
Nuala Lincke Ivic
Clare Norris
Karen Quitschau
Nancy Sander
Rachel Williams

**Curriculum
Committee Rep**
Nuala Lincke-Ivic

Academic Senate Rep
Holly Bailey-Hofmann

Adjunct Rep
Nick Smith

**Instructional
Assistant**
Susan Fong

**Meeting
Dates | Times | Location**
1:00 PM in GC 210 K
Fall 2012: Sep 19, Oct 17,
Nov 21
Spring 2013: Feb 20, Mar
20, Apr 17, May 15



LANGUAGE ARTS**Division Chair**

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approved at the end of 2014 or in 2015.

- c. Space needs should be included in program review. N. Lincke-Ivić has requested safe storage of camera equipment used for the publication of the creative writing magazine.
 - d. Faculty members are encouraged to use the Division copier to make classroom materials since it is cheaper to run copies on the large Canon copier rather on individual computer printers. When individual computer printers break down, they will not be replaced. Copier paper is available from Academic Affairs. Toner ink is still available through the Division supply budget.
 - e. Etudes Shell – There are discussion topics now open for all modules in program review, SLOs, and ATD. Input through Etudes is requested by Oct. 22 to prepare for the working meeting on Monday, Nov. 5, at 2:30 p.m. where faculty will input revisions to program review.
5. SLOs – course-level, assessment, timeline, Luis
- a. A template is available to help with standardizing syllabi.
 - b. H. Bailey-Hofmann has already done some updating of program review. Updated, new data will be provided by R. Tillberg.
 - c. Module 10 Team Announced– K. Quitschau, L. Alexander, and K. Boutry
 - d. Module 7 Team Announced – N. Sander and K. Quitschau
 - e. Module 13
 - i. S. Floyd asked to include more reading and writing to reflect the digital communication trends in addition to communication skills needed for job interviews, résumés, and job promotions.
 - f. Module 14 – It was suggested that the common essay exam be deleted.
 - g. Only one SLO is needed for each class level for accreditation purposes. SLOs need to be connected to Division program learning outcomes.
 - h. All SLOs should be sent to F. Leonard and L. Cordova by Oct. 25. Doing so will allow time to get on the Oct. 31 agenda of the Curriculum Council Committee.

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- 6. Language Arts Report to Academic Senate, Oct. 23, 2012
a. C. Norris distributed a Language Arts Division report to the Academic Senate to allow for updates by the Division.
b. Each division is given ten minutes at the Senate meeting to report. Highlights from the report and a student presentation can be shared. L. Alexander offered to coach and time the student speaker(s).
7. Class Sizes, Collegiality - Not discussed. Postponed to another meeting.
8. Student Success/Achieving the Dream - Clare
a. C. Norris distributed a draft of the tentative agenda for the visits of the ATD coaches who will be on campus Monday, Oct. 29, and Tuesday, Oct. 30.
b. Monday, Oct. 29, 2:30 p.m. - 4 p.m. is the proposed date and time for the Division to meet with the ATD team. Location to be announced.
c. Recommendations
i. Add to syllabi that adjuncts and faculty take students on an orientation to support services, such as tutoring.
ii. Create and distribute student surveys to determine how many students went to tutoring before and after mid-terms or before the first essay or before the final essay of the semester.
iii. Ask to find out if students took Learning Skills online or on campus.
iv. Ask if students met with faculty for help.
v. Give online surveys to online students
vi. C. Norris announced that she could bring all suggestions to the ATD coaches for input and further guidance.
d. Data Mentors
i. There is an ATD data team that can provide data sets to help guide the Division in making recommendations and goals.
9. Upcoming Events
a. Grant money is available for introductory and further training in Reading Apprenticeship and for bringing a trainer to the campus.

The meeting adjourned at 5:15 P.M.

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