

## Meeting Minutes

Oct. 15, 2013

GC 240, 3:00 P.M. – 5:00 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**

Holly Bailey-Hofmann

**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-Ivić	x	
Kimberly Manner	x	
Clare Norris	X	
Karen Quitschau	X	
Nancy Sander	x	
Rachel Williams		x
<b>Adjunct Faculty</b>		
<b>Invited Guests</b>		
Marilyn Cassedy	x	

*I. Welcome and Call to Order**II. 9/16/2013 Division Meeting Minutes Revised and Approved.**III. Norton Book Representative*

- a. Marilyn Cassedy distributed complimentary copies of the latest edition of the *Little Seagull Handbook*. This book costs about \$27, includes an ESL component, and hosts an Etudes site with such features as model essays and modules accompanied by quizzes on plagiarism, citation styles, and editing skills. Students will be able to use their Smart Phones to register for four

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- 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



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years of free online access. Instructors who adopt the handbook can have access to this site.

- b. The new edition that will be published in February will include exercise in the back of the book and will cost between \$32 and \$33.
- c. Instructors may also go to the Norton publishing web site to take a look at the handbook.

**IV. Acknowledgements**

- a. Cupcakes and coffee were given out to celebrate the birthdays of F. Leonard and L. Alexander.
- b. N. Sander thanked K. Manner for her presentation and C. Norris for her help at the standing-room only Student Success event.
- c. C. Norris wanted to acknowledge the instructors who worked with her at the recent Eng. 21 meeting.
- d. F. Leonard thanked L. Cordova for his work in helping the Division keep up with all of the recent deadlines.

**V. Course Outlines**

- a. Eng. 127 – K. Boutry suggested keeping Eng. 127 open to a variety of genres and as an introductory course. H. Bailey-Hofmann offered to put in the latest notes before the outline is submitted.
- b. K. Quitschau summed up the process of submitting outline to TMC: click edit, save every page of changes that goes back to the in-box, send to others for input, and then send to F. Leonard and J. Witucki for Tech Review.
- c. K. Boutry recommended that users view and use “addenda” while adding new work under “general.”
- d. Eng. 203 can no longer be taught through ACT. If it is to be taught in the fall, one other class would have to be given up to maintain allocation. This reduction could occur in a different semester or session and does not have to be in the same discipline.

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- e. To determine scheduling, the instructors wanted to offer courses essential to the TMC and then offer literature courses that could satisfy other transfer requirements. Literature majors could receive general credit but not major credit for some courses.
- f. H. Bailey-Hofmann commented that the current literature rotation has historically been inadequate and does not recommend reducing literature offerings in the schedule.
- g. Fall 2014 galleys are due Oct. 17, 2013.

**IV. Winter Intersession**

- a. F. Leonard announced that first and second class choices are due by Monday, Oct. 21, 2013.
- b. Once faculty gets a first-choice, then a second choice list will be created.

**VI. Writing Lab Policy Updates**

- a. Eligibility for tutoring – the professors at the meeting reviewed current Writing Lab policies and have decided that the Writing Lab will continue to reserve its free services for WLAC students who need help on WLAC assignments. All new students will receive a free first visit. Only after student identification, name, and WLAC enrollment are verified for the rough drafts to be reviewed may students continue to receive free help from the campus Writing Lab. The Division wants to focus on reaching and retaining WLAC students in WLAC classes.
- b. Volunteers in the Writing Lab – Student tutors and volunteers who work in the Writing Lab will need to follow the policies of usage for the Writing Lab. Specifically, tutors and volunteer tutors in the Writing Lab will not find and fix every error in a student's writing and will not do writing or typing for the students (outlines or sentences).
- c. Students will be informed that, for their tutoring session, they may choose either a feedback session on a rough draft or a computer-based session to

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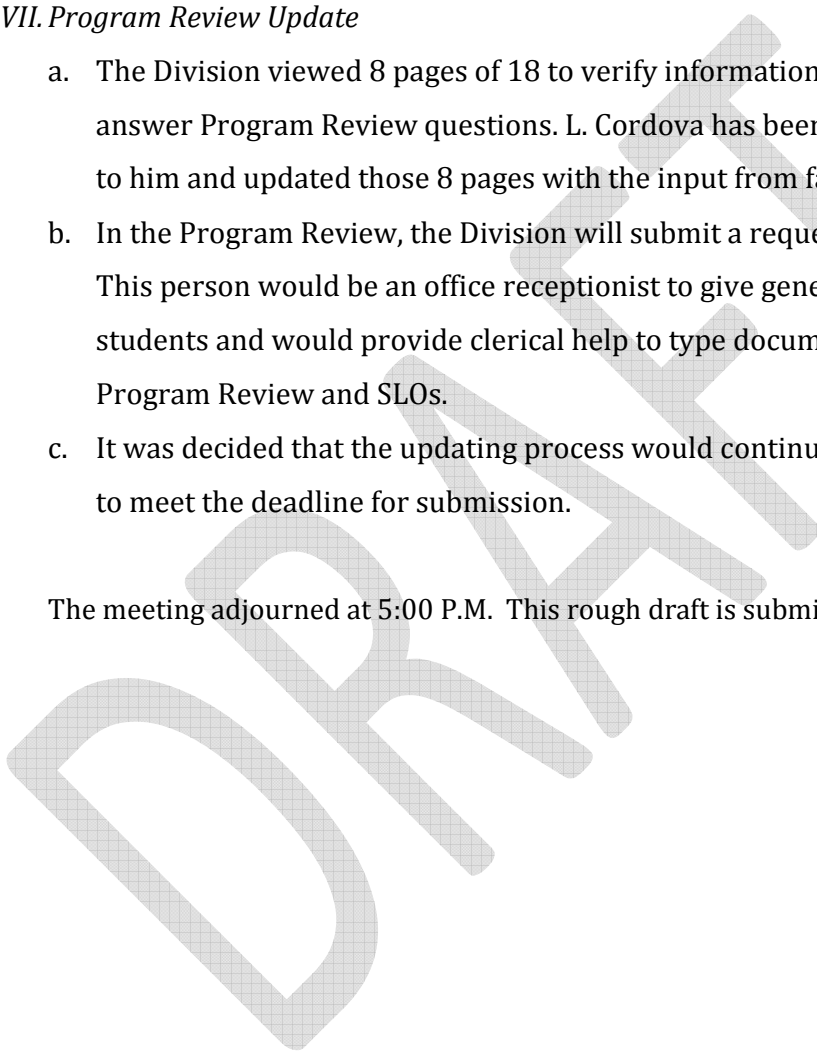
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get such help as navigating WLAC Etudes classes (finding and understanding assignment requirements) or to learn how to access campus databases and how to cite research sources.

*VII. Program Review Update*

- a. The Division viewed 8 pages of 18 to verify information to be entered to answer Program Review questions. L. Cordova has been entering data sent to him and updated those 8 pages with the input from faculty at the meeting.
- b. In the Program Review, the Division will submit a request to hire a secretary. This person would be an office receptionist to give general information to students and would provide clerical help to type documents for such work as Program Review and SLOs.
- c. It was decided that the updating process would continue via email in order to meet the deadline for submission.

The meeting adjourned at 5:00 P.M. This rough draft is submitted by S. Fong.



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