

Meeting Minutes

December 4, 2012

General Classroom 210K, Language Arts Conference Room, 4:00 P.M. – 5:30 P.M.

Present: L. Alexander, K. Boutry, S. Fong, L. Cordova, S. Fong, F. Leonard, C. Norris,
N. Sander, R. Williams

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 Nov. 5, 2012 were approved.
3. Transfer Model Curriculum (TMC) – Donna Olvera
 - a. Communication Studies is the new name for speech classes. Two more classes are needed to complete the TMC for Communication Studies. L. Alexander will work on completing forms to apply for the extra courses in TMC. Since the forms have to go through Curriculum Committee for approval, the process can take up to one year.
 - b. Students with at least a 3.4 GPA who complete TMC are guaranteed to be admitted at the transfer level and will not have to take any additional general education classes after transferring. Students should not exceed 60 transferable units.

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- Place new items in the “parking lot” for a future meeting agenda.

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1:00 PM in GC 210 K
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- c. WLAC class descriptions and course outlines of record need to match state descriptions. There is no one TMC for all CSUs. WLAC can choose the CSUs to link to, such as CSUDH, CSULB, and CSUN. Donna Olvera will work with F. Leonard to help Language Arts link its English classes.
d. ELAC already has TMC approved English classes and can serve as a model.
e. More institutions may require that students take Eng. 102, so the Division may want to create more sections of Eng. 102 for 2014 by switching sections of Eng. 103 to Eng. 102.
f. All TMC courses must be offered at the campus. 80% of courses must be in TMC by Fall 2013; all degree programs must be in TMC by Fall 2014.
g. TMC classes can be scheduled after the Curriculum Committee approves them.

4. Acknowledgement

- a. F. Leonard announced her thanks to the Division for help with FPIP, Program Review, and SLOs, especially after her recent loss.

5. SLOs – course-level, assessment, timeline, Luis

- a. L. Corodova distributed an SLO report that listed classes that still need SLOs or archiving. J. A. Friedman announced that once a course is archived, there is a lengthy process in getting the course out of the archive. She suggested doing SLOs for all courses listed.

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- b. Wednesday, Dec. 12, 2012, is the date for the last Curriculum Committee meeting of the semester. The goal is complete the remaining SLOs. Forms for archiving need to be submitted on Dec. 12, 2012. Fran will submit.
- c. N. Sander requested the deletion of ESL 7A and the archiving of ESL 5C.
- d. L. Cordova reported that B. Goldberg has asked to archive Jewish Studies 6 and 26. For the SLOs for Eng. 209 and 270, the division has signed up Nuala. The division is asking B. Goldberg to do an SLO for Eng. 233 and will speak to N. Lincke-Ivic about an SLO for Eng. 209 as well as for Eng. 270.
- e. K. Boutry volunteered to do the SLO for Eng. 219.
- f. R. Williams had submitted SLO information for Eng. 215 and Eng. 239. L. Cordova stated that addendums required by the Curriculum Committee are needed to complete the SLOs for these courses.
- g. L. Cordova announced that Todd Matosic will offer two SLO workshops next week: Monday and Wednesday, 1-3 p.m., in CE-226 for those wanting help.
- h. SLO Assessment was also described on the SLO report. L. Cordova recommended that final exams be used as a part of an assessment to be done in January 2013 because March 2013 is the deadline for accreditation.
- i. To meet these deadlines, it is advised that at least two sections per level be assessed. All sections of each level will need to be assessed eventually.
- j. A final grade in the class is not the same as an SLO assessment. Final exams for a level can be different; all sections only need to fulfill all sections of the SLOs. Final exams do not have to be used as assessment; a final essay, such as a research paper, may also be used. Samples need to be drawn from a class set of final work.
- k. Faculty volunteered to work in teams to complete SLO assessments: C. Norris and N. Lincke – Eng. 21, L. Cordova and F. Leonard – Eng. 28, R. Williams – Eng.

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101, K. Boutry – Eng. 103, and H. Bailey-Hofmann – Eng. 102 and 103. H.

Bailey-Hofmann will be tapped to assess Eng. 94 and either Eng. 103 or Eng. 102.

- l. C. Norris suggested – and it was agreed to - that the Division should create one general literature rubric. There could be a common rubric for literature courses.
- m. L. Cordova said that the Division could add to what is in the Eng. 28 rubric to distinguish what is required in Eng. 101 and 103 instead of creating new criteria. He has a sample of a rubric for Eng. 101 and Eng. 103 that he offered to email to C. Norris and to K. Boutry.
- n. L. Cordova suggested that N. Sander could relate ESL 8 requirements to those of Eng. 28 to create a rubric for ESL 8.
- o. L. Cordova stated that the SLO Course Assessment Tool form will be pre-populated for each course. These forms will be emailed to faculty by Thursday, December 06, 2012. Only one sample of each level on the SLO rubric is needed to complete the assessment. When some faculty questioned the form of the rubric model, it was said that Rubrics and SLOs can change since assessments can occur every semester. To meet deadlines, the Division is advised to create rubrics based on the three columns in the current rubric model for Eng. 28 that was distributed at the meeting.
- p. The speech discipline – now called Communication Studies - has already finished creating rubrics. It now needs to assess its classes.
- q. All SLOs should be sent to L. Cordova. The deadline is Monday, Dec. 10, 2012.

6. Assessment

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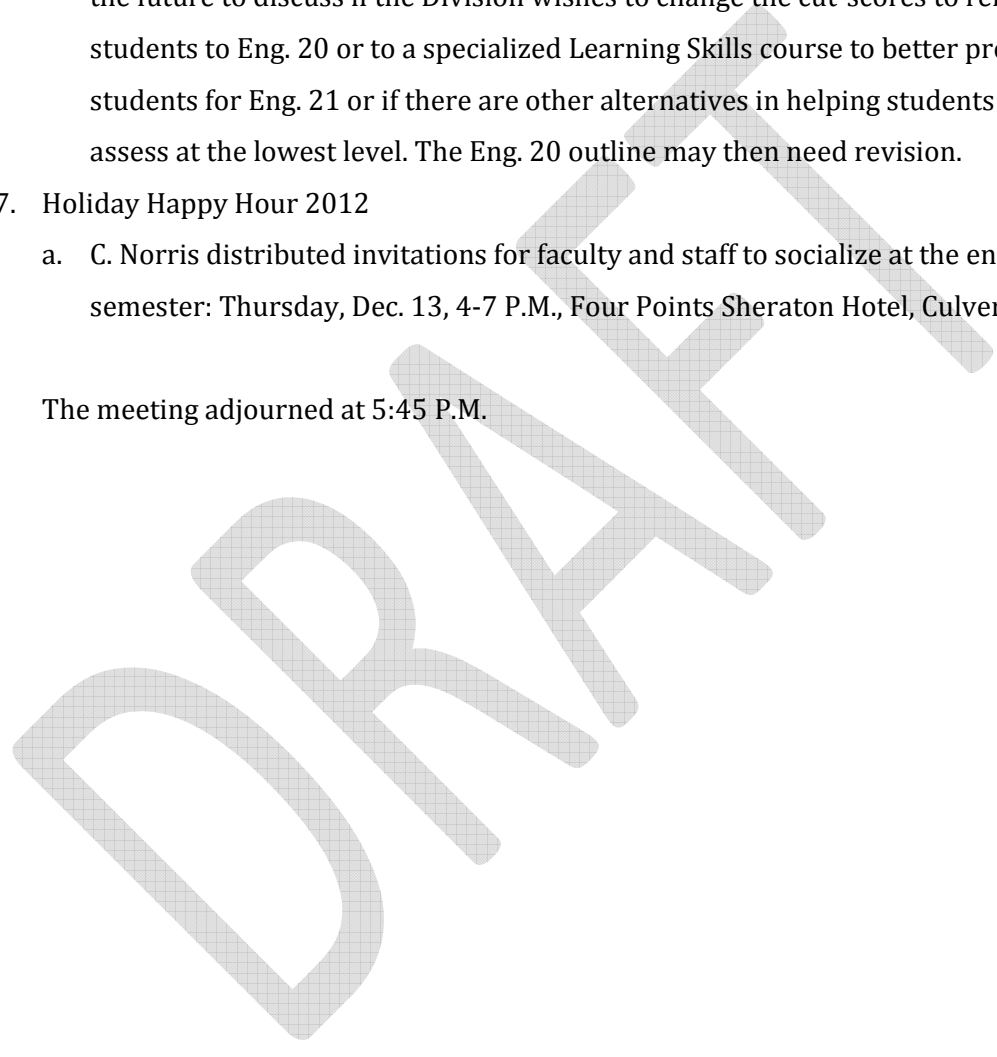
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a. Information on the cut-scores that determine student assessment levels was sent by P. Bandy for Division evaluation and feedback. There needs to be a meeting in the future to discuss if the Division wishes to change the cut-scores to refer students to Eng. 20 or to a specialized Learning Skills course to better prepare students for Eng. 21 or if there are other alternatives in helping students who assess at the lowest level. The Eng. 20 outline may then need revision.

7. Holiday Happy Hour 2012

a. C. Norris distributed invitations for faculty and staff to socialize at the end of this semester: Thursday, Dec. 13, 4-7 P.M., Four Points Sheraton Hotel, Culver City.

The meeting adjourned at 5:45 P.M.



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