

LANGUAGE ARTS

Division Chair
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

Minutes

August, 23, 2012

General Classroom 210K, Language Arts Conference Room

1:15 P.M. – 3:30 P.M.

Present: Linda Alexander, Luis Cordova, Holly Bailey-Hofmann, Suzanne Floyd, Susan Fong, Bernard Goldberg, Bradley Lemonds, Fran. Leonard, Clare Norris, Karen Quitschau, Nancy Sander, Nick Smith, Katy Tyszkiewicz-Ramsey, Patricia Willenborg, Rachel Williams

Guests: Nabil Abu-Ghazaleh, Judith Anne Friedman, Todd Matosic

1. Welcome and Introductions

- a. Luis Cordova was introduced as a new probationary, tenure-track English instructor. He has already worked nine years with the District at Mission and Trade Tech.
- b. Judith Ann Friedman, dean, visited the meeting and announced that the Division could apply for a new hire next year, too.
- c. Currently, there is no Vice Chair. If F. Leonard cannot be reached, please contact J. A. Friedman for faculty assistance.

2. Organizational Items

- a. Confirmation of the Agenda
- b. Approval of Minutes
- c. Division meeting dates, times, location. Ground Rules. Housekeeping.

-The bottom of the agenda template lists the upcoming Division meetings.



Ground Rules

- Start and stop on time.
- Speak to an issue once.
- Send out meeting resource information electronically in advance for review.
- Place new items that come up in a “parking lot” for a future meeting agenda.

Meeting Dates/Times/Location:

1:00 PM in GC 210 K
Sep 19, Oct 17, Nov 21, 2012
Feb 20, Mar 20, Apr 17, May 15, 2013

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There was a request to alternate meeting days (Tuesday or Thursday) to accommodate instructors teaching on Wednesdays.

- Fran indicated that she had surveyed division faculty regarding meeting dates and times. Most responded that the third Wednesday at 1:00 PM works for them. Tuesdays and Thursdays are the days most heavily scheduled with committee meetings. Those unable to attend because of conflicts should refer to the meeting agendas for any items of interest and to the meeting minutes for a record of what was discussed/acted on in the meeting that was missed.

- Ground Rules set are the following: start and end on time, speak to an issue only once, electronically send out meeting resource information in advance for review, and place new items that come up in the parking lot for a future meeting agenda. Additional suggestions from the Student Success Committee will be shared by email for further discussion at the next division meeting.

3. Class Syllabi, Faculty Load Work Blocks

- a. Faculty members may choose to post syllabi to ADX and should email Piper Watkins to indicate if they wish their syllabi to be posted; then no hard copy would be needed for Administration.
- b. Faculty members need to tell Piper if they don't want syllabi made public.
- c. It is requested that every required book by included in the weekly schedule in the class syllabi.
- d. To prevent UC articulation rejection, list current editions of texts

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(published within the last five years) and list older books as references.

e. Faculty Load Work Blocks need to have faculty signatures when they are submitted.

4. FAQs, including important changes; please announce to students:

a. Earlier No Penalty Drop Date (no "W") – Friday, Sept. 7, 2012 (ten days after the first day of classes) in person; Sept. 10th online.

b. 3 Attempts to Pass – A "W," "D," or "F" each count as an attempt to pass a class.

5. Academic Senate Update & Senate Dues Follow-Up

a. Holly Bailey-Hofmann was confirmed as Senate Representative, and Nuala Lincke-Ivic was confirmed as Curriculum Committee Representative.

b. Payment of at least \$25/year for Senate dues is encouraged to support campus scholarships and can be sent to Yvonne Simone, treasurer.

c. Use of Kickstarter.com was suggested by Patty Willenborg and Katy Tyskiewicz for use in setting up scholarship fundraising and learning how to update testimonials easily and to use rewards as incentives.

d. Committee work, reporting

6. Curriculum Update – Engl 21 co-requisite of LS 50

a. To improve the integration between Eng. 21 and LSK 50, it was suggested that Sue De Bord be invited to a future meeting to review syllabi for both classes. Faculty may consider whether to keep



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the co-requisite.

7. Pedagogy Discussion and Reflection

- a. Student Learning Outcomes, Mary-Jo Apigo and Todd Matosic
- Todd Matosic visited the meeting to announce that there will be more meetings over the next four months to complete the development of SLOs for all courses offered in the last two years and the newly developed rubrics need to be used to assess all of the courses.
- b. Faculty need to review Outcomes need to review outcomes and made the outcomes specific for each course.
- c. Reading Apprenticeship, Nancy Sander
- N. Sander invites Division members to join FIG (faculty interest group) that meets at 1 p.m. on the third Monday of each month and/or to sign-up for a six-week online training course.
- d. For Teaching – Book Recommendations
- C. Norris: Eng. 21, *After the Fire*; S. Floyd: Eng 28 online, *Into Thin Air* and/or *The Climb*; F. Leonard Eng. 101, *Becoming Dr. Q*.

8. Student Success/Achieving the Dream, Clare Norris

- a. C. Norris distributed the monthly newsletter and a flyer on online professional development.
- b. She also encouraged faculty to participate in the semester kick-off event, Friday, August 24, 2012.

9. Professional Development Sharing for Future Agendas



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- a. C. Norris suggested that Dropbox.com could be used to house a booklist that could then be easily updated and that Eric Ichon be asked to link Dropbox through Etudes. Etudes could also be used to create groups-Eng. 101 and 102, for example- to facilitate online committee work, such as SLO work.
- b. Campus President Nabil Abu-Ghazaleh visited the meeting to give words of encouragement.

10. Accreditation Update

11. Upcoming Events: Welcome Week



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