

Division Chair

Fran Leonard

Division Vice Chair(s)**Full Time Faculty**

Linda Alexander
Kathy Boutry
Holly Bailey-Hofmann
Luis Cordova
Josefina Culton
Suzanne Floyd
Fran Leonard
Nuala Lincke-Ivic
Kimberly Manner
Margot Michels
Clare Norris-Bell
Karen Quitschau
Nancy Sander
Leslie Tejada
Rachel Williams

Curriculum Committee Rep

Nuala Lincke-Ivic

Academic Senate Rep

Luis Cordova

Adjunct Rep

Nick Smith

Instructional Assistant

Susan Fong

Meeting Dates | Times | Location
in GC 210 K 1:00p.m.

unless otherwise noted.

Fall 2015:

Aug. 27, Thurs., 1:30 p.m., GC 240

Sep. 21, Mon.

Oct. 20, Tues., 2-4 p.m.

Nov. 23, Mon.

Dec. 8, Tues.

Spring 2016:

Feb. 16, Tues.

Mar. 14, Mon.

Apr. 13, Wed.

May 17, Tues.

Meeting Minutes

Thursday, August 27, 2015

1:30 p.m. – 3:05 p.m., GC 240

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Josefina Culton	x	
Suzanne Floyd	x	
Fran Leonard	x	
Nuala Lincke-Ivić	x	
Kimberly Manner	x	
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Nancy Sander	x	
Leslie Tejada	x	
Rachel Williams	x	
Adjunct Faculty		
Remy Ashe	x	
Bill Buchynski	x	
Vicente Ruvalcaba	x	
Nick Smith	x	
Guests		
Robert Sprague	x	

- I. The meeting was called to order at 1:40 p.m. Confirmation of the Agenda – confirmed.
- II. Introductions, Announcements & Acknowledgements
 - A. Birthday acknowledgment – song, card, and cake slice for K. Boutry, who has a July birthday.

- Have a vision for our “desired” outcome
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- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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B. Welcome to Leslie Tejada, newly hired English instructor.

C. Condolences

1. H. Bailey-Hoffman shared the memorial service program commemorating the life of Ann Alexander.
2. F. Leonard circulated a card for math Professor A. Bahta, whose sister passed away recently.

D. SS&SP Presentation

1. Three counseling guidance assistants gave a brief talk about services available to students from the Student Success and Support Program led by Dr. P. Banday.
2. The assistants sought faculty signatures and contact information from those interested in having program assistants visit classrooms to promote student services: the West Expressway, the abbreviated SEP (Student Educational Plan), campus orientation, the registration process, and help in figuring out majors.

E. Leadership Retreat, Nov. 20, 2015

1. F. Leonard invited faculty to contact her to join the planning committee for this annual, College Council-sponsored all-college retreat.

F. Senate Report on Cultural Competence

1. K. Manner announced that each Division will be asked to present in the Spring on what they do to facilitate culturally responsive teaching.

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G. Upcoming Division Meetings

1. In response to a question asked, F. Leonard responded that faculty teaching afternoon classes may skip attending a meeting if there is a time conflict instead of cancelling class. Faculty with such time conflicts are advised to attend the other scheduled meetings on days that do not conflict with their classes. That is why division meeting days are scheduled on Mondays, Tuesdays and Thursdays for the fall semester.

III. Tenure Review Committees and mentors

- A. F. Leonard invited faculty to contact her to join committees to complete the four-year process to review probationary faculty, a highly important and valuable process for all involved. With up to 15 new hires this year, the demand is great.

IV. Fall work-block forms and office hours

- A. F. Leonard stated that there is still time to submit work-block forms.
- B. F. Leonard reminded all faculty to post office hours on their office doors as well as in syllabi.
- C. According to Article 13 D 8a, "All monthly rate classroom faculty shall maintain a posted schedule of office hours per week based on the table that indicates for 12 to 15 units per standard teaching load, there are 5.5 office

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hours per week.” Article 13 C 4 specifies “35 minutes of office hour per week for adjunct faculty for 3 standard hours/week.”

D. Full-time instructors with adjunct assignments must include additional required office hours.

E. Office hours may be in a faculty office or in a classroom if there is no interference with a later class.

V. Reminders/Tips

A. Absence Certification

1. F. Leonard reviewed the campus web site navigation to find forms and information to report faculty absences and key requests.

2. Faculty may have up to 10 paid sick days per year. Full-time faculty teaching additional classes are entitled to additional hours.

3. Unused sick days accrue from year to year, and 175 accrued days will grant one extra year of service credit.

4. Those with over 100 accrued sick days may donate days to ill colleagues in need of additional days.

5. Every instructor is eligible to take one PAL day (Personal Absence Leave) each year; that day does not accrue.

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6. R. Sprague recommends that faculty request a substitute if they are going to be absent for more than one class session.
7. Concerning jury duty, postponement is usually possible, and most instructors schedule it during non-teaching months.

VI. Program Review

- A. F. Leonard announced that L. Cordova and H. Bailey-Hofmann are key contact people.
- B. Oct. 23, 2015 is the current Program Review deadline.
- C. There will be regularly scheduled Friday workshops on campus to help faculty work on Program Review.
- D. A sign-up sheet for Program Review sections was distributed before the meeting via email, and a hard copy was circulated at this meeting.

VII. Student Success – C. Norris-Bell

- A. Semester Kick-Off
 1. C. Norris-Bell stated that this year the focus was on program orientation. She acknowledged the ESL orientation and said that details about the event will be described in an upcoming newsletter.
- B. The Student Success Committee will meet the first Wednesday of each month at 3 p.m. in the Division conference room.

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C. Acceleration

- Five sections will offered this fall semester: L. Tejada – 3 sections, C. Norris-Bell – 1 section, and N. Lincke-Ivic – 1 section.
- In Spring 2016, the four-hour per week class will be called Eng. 100 and have its own SLOs.
- K. Manner was acknowledged for her work on developing the curriculum for this class, which has been approved.
- In the next assessment test cycle, a message about this class will appear on English assessment results printouts (not on ESL assessment printouts). Eng. 21 and Eng. 100 will have the same assessment cut-off scores. The class will also be added as a prerequisite to Eng. 101.
- F. Leonard stated that students may challenge placement in ESL classes if they wish to enroll in English classes by taking a reading and writing evaluation that is reviewed by at least two English faculty members.

VIII. Common Assessment

A. Last year, F. Leonard has participated as a member of the English workgroup and N. Sander has participated on behalf of the ESL workgroup in meetings in Sacramento since West is a pilot college for this project.

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B. F. Leonard has announced the need for someone to contact her about representing the English workgroup this year. The next workgroup meeting will be on Sept. 25 in Sacramento.

IX. Committee Participation

A. SLO Committee – L. Cordova announced that new members from Language Arts are needed

B. Grade Grievance Committee

1. R. Williams wanted to find out the contact person so that she could participate in this committee. R. Sprague said that he will request D. Shalomon to post contact information on the campus web site.

C. FIGs (Faculty Inquiry Groups)

1. N. Sander invited faculty to join the Reading Apprenticeship FIG – meeting dates and times are listed on the calendar posted in the Language Arts Division lunch room.
2. N. Sander encouraged faculty to join the One Book FIG by contacting either S. Trujillo or her or by going to the Etudes site. S. Floyd will be using the book in her online Eng. 28 classes.

X. Future Agenda Items

A. The new faculty hire in Learning Skills English, Jeanene Ames, will be invited to a future Division meeting.

Submitted by S. Fong, 9/22/15

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