

**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., SSB 420

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, Sept. 21, 2015

1:00 p.m. – 3:00 p.m., SSB 420

| 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-Ivic      | x       |        |
| Kimberly Manner        |         | x      |
| Margot Michels         | x       |        |
| Clare Norris-Bell      | x       |        |
| Karen Quitschau        | x       |        |
| Nancy Sander           | x       |        |
| Leslie Tejada          | x       |        |
| Rachel Williams        |         | x      |
| <b>Adjunct Faculty</b> |         |        |
| N. Goldberg            | x       |        |
| <b>Guests</b>          |         |        |
| Jeanene Ames           | x       |        |

- I. The meeting was called to order at 1:15 p.m. Confirmation of the Agenda – confirmed.
- II. Meeting minutes from Aug. 27, 2015 were approved.
- III. Introductions, Announcements & Acknowledgements
  - A. Miniature cupcakes for R. Williams and C. Norris-Bell were acknowledgment of the recent birthdays of R. Williams and C. Norris-Bell.

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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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**IV. Adjunct Representative**

A. F. Leonard announced that N. Smith has become a full-time instructor at Glendale Community College, so a new Adjunct Representative is needed.

B. F. Leonard stated that N. Goldberg may be splitting attendance at meetings with C. Salisbury as an Adjunct Representative.

C. There are currently fifty-three adjuncts in the Division.

D. The appointment of this Representative will be either be announced in an email or become a future meeting agenda item.

**V. Senate Representative**

A. There is a vacancy for this Academic Senate position because K. Manner will use re-assigned time to work on accreditation, and F. Leonard invited faculty to volunteer to fill this position.

B. Email announcement – Sept. 24, 2015 – K. Quitschau has volunteered to be the Senate Representative.

C. F. Leonard stated that all new faculty are encouraged to attend committees to learn more about them.

**VI. Program Review**

A. Instructors present at the meeting worked together to begin updating responses to Program Review questions.

B. L. Cordova requests that faculty copy and paste questions from the Program Review modules on the campus web

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**LANGUAGE ARTS**

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site and send the questions with updated responses in an email to him that is also copied to F. Leonard and H. Bailey-Hofmann.

C. Instructors present agreed that they would like to meet on a few more Mondays to work as a group on the computers in SSB 420 to complete Program Review.

D. Another copy of sign-ups for Program Review teams was circulated so more faculty could join. K. Boutry signed up to work on the Enrollment Trends section.

**VII. The Study Abroad Program – Winter 2015**

A. H. Bailey-Hofmann and K. Boutry would like to teach aboard this winter session and asked for Division approval on the courses to be offered.

B. After discussion, the Division voiced support for H. Bailey-Hofmann teaching a World Literature class in the Dominican Republic that features Caribbean writers.

C. K. Boutry was considering teaching a British Literature class in Ireland. After discussion, she decided that she would teach a Creative Writing class in Ireland instead.

D. Students from other community colleges and from four-year colleges and universities may enroll in these classes.

E. The time aboard would be for two weeks; K. Boutry proposed adding an online component afterwards.

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F. If any faculty are interested in offering other courses in the Study Abroad Program, please contact F. Serna to begin planning for the summer session.

Rough draft submitted by S. Fong, 9/28/15

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