

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.

B. The Study Abroad Program –Winter 2015

1. Fliers were distributed by H. Bailey-Hofmann to promote the classes held in the Dominican Republic and in Ireland for Winter 2015.
2. N. Lincke-Ivić requested electronic fliers.

C. L. Alexander acknowledged H. Bailey-Hofmann for her work on Program Review.

D. K. Quitschau thanked L. Alexander, H. Bailey-Hofmann, and L. Tejada for attending her Tech Fair presentation.

E. L. Alexander shared that one her students expressed gratitude for the tutoring help received from Elena Martinez in the Writing Lab during Summer 2015.

F. L. Alexander suggested offering Com. Studies 122, Intercultural Communications, since it studies diversity and globalization. F. Leonard suggested planning to offer this course in Fall 206 after putting it through Curriculum Committee this Spring 2016.

IV. Program Review

- A. The new due date for Program Review is Nov. 6, 2015.**
- B. Please send a final draft of input on Program Review to H. Bailey-Hofmann instead of sending multiple revisions.**
- C. Justification to propose another full-time English position as a resource request will be added to Program Review. Staffing requests depend partly on the submission of paperwork requesting retirement but also the percentage**

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- Start and end on time
- Speak to an s only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- 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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of full-time to part-time faculty, along with FTES and growth trends.

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D. F. Leonard requested that instructors read each portion of Program Review that they are working on for accuracy this current year. Some information may not have changed while some may need to be changed.

E. Technological Advances Section of Program Review

1. K. Quitschau suggested noting the Flipped Class FIG and using Design Studio to create videos for classes.

H. Bailey-Hofmann requested that K. Quitschau send her a note about this use of technology.

2. H. Bailey-Hofmann requested N. Lincke-Ivić to rollover the request for a room for the Creative Writing Club if the need for a room still exists.

3. To enhance community connections, F. Leonard suggested that faculty could work with computer science instructor Ashok Patil to create an app for students since so many of the students rely on their phones for information and contact.

4. L. Alexander suggested that there be an SI (Supplement Instruction assistant) funded through Basic Skills to help students with outlining skills.

a. K. Boutry suggested capturing a video of L. Alexander explaining outlining techniques.

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LANGUAGE ARTS

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b. N. Linke-Ivic suggested that the annotated outline technique be demonstrated in such a video and taught in classes.

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c. F. Leonard requested follow-up on proposals for teaching outlining technique at the next Division meeting, Nov. 23, to be held from 1:00 p.m. - 3:00 p.m.

F. Resource request for a Division Assistant - student help is not enough.

V. Accelerated Classes

A. Eng. 100 will be offered this Spring 2016 semester to enable more students to get through to Eng. 101.

B. C. Norris-Bell announced that N. Lincke-Ivic will create an Etudes shell for discussion about accelerated classes.

The meeting concluded at 3:10 p.m.

Final draft submitted by S. Fong, 11/24/15

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