

Division Chair

Fran Leonard

Division Vice Chair(s)

Kim Manner

Full Time Faculty

Linda Alexander
 Kathy Boutry
 Holly Bailey-Hofmann
 Luis Cordova
 Josefina Culton
 Ana Figueroa
 Suzanne Floyd
 Fran Leonard
 Nuala Lincke-Ivic
 Kimberly Manner
 Rick Mayock
 Margot Michels
 Clare Norris-Bell
 Karen Quitschau
 Sandra Ruiz
 Nancy Sander
 Alice Taylor
 Leslie Tejada
 Tim Welch
 Rachel Williams

Curriculum Committee Rep

Sandra Ruiz

Academic Senate Rep

Nuala Lincke-Ivic

Adjunct Rep**Instructional Assistant**

Susan Fong

Meeting

Dates | Times | Location
in GC 210 K 1:00p.m.
unless otherwise noted.

Fall 2016:Aug. 25, Thurs., 1:00 p.m.,
MSA 3

Sep. 19, Mon., 2:30

Oct. 18, Tues., 1:00

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Apr. 19, Wed., 2:30

May 11, Thurs., 1:00.

Meeting Minutes

Monday, Sept. 19, 2016

2:30 p.m. – 4:00 p.m., GC 210K

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry		x
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Josefina Culton	x	
Ana Figueroa	x	
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivic	x	
Kimberly Manner	x	
Rick Mayock	x	
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Nancy Sander	x	
Stella Setka		x
Alice Taylor		x
Leslie Tejada	x	
Tim Welch	x	
Rachel Williams	x	
Adjunct Faculty		
Roland Gibson	x	
Nancy Goldberg	x	
Richard Kaplan	x	
Anne Winter	x	
Guests		
Jeanene Ames	x	

- I. The meeting was called to order at 2:30 p.m. Agenda was confirmed.
- II. Meeting minutes from May 17, 2016 were approved.

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III. Introductions, Announcements & Acknowledgements

A. Sandra Ruiz was introduced as a new hire in Spanish. She has also volunteered to be the Curriculum Committee Rep for the Division since Stella Setka has a time conflict with the meetings for this committee.

B. F. Leonard announced that there will be a meet-and greet for new faculty in this Division at Tony P's in the Marina on Friday, Oct. 21, during Happy Hour, which begins at 3 p.m. Please rsvp and send \$30 to Fran (her mailbox in the breakroom) by Friday, Oct. 7. The fee will be used for the deposit at Tony P's.

C. F. Leonard acknowledged T. Welch for the chocolate chip cookies he placed in the breakroom. She also acknowledged L. Alexander for bringing chocolate to today's meeting.

D. M. Michels gave a detailed account of the conferences she recently attended. On Aug. 16, 2016, she attended "Mayhem and Meaning: The Attacks in France," presented by the Pacific and Asian Affairs Council and the Alliance Française of Hawaii at the East-West Center of the University of Hawaii, Manoa. She also attended "À Table et Les Expressions Gastronomique Françaises!" hosted by La Journée d'Immersion de l'Alliance Française d'Hawaii.

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IV. Tenure Review Committee members, evaluations, and training, F. Leonard & K. Manner

A. F. Leonard announced that new committee members are needed in Language Arts and in other disciplines on campus. Members must be tenured but do not have to be in the same discipline as faculty being evaluated.

B. K. Manner wrote down a list of committee volunteers.

1. Three full-time instructors need to be evaluated, and one full-time instructor needs a comprehensive evaluation. Twenty-seven adjuncts need to be evaluated in this Division.

C. Details

1. F. Leonard said that there will be a training session.
2. K. Manner said that she will send out an email to announce the date, time, and location of the one-hour training session, which will be scheduled near the end of this September.
3. There is supervision pay only for basic evaluations of adjuncts.
4. The committee members get to work one-on-one with the instructor under evaluation: talks, review of instructional materials, observation in-class, and follow-up on the observation.
5. There is a timeline to follow for the process as specified in the faculty contract.

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V. Student Success – C. Norris-Bell

A. C. Norris-Bell announced that Student Success meets the first Wednesday of every month, beginning Sept. 7, 3 p.m., in GC 210K.

1. L. Alexander encouraged faculty to go to the campus web site for information on the One Book Initiative.

B. Starting Fall 2017, all LAUSD graduates can take free GE courses at community colleges through the program described at lacollegepromise.org. Mary Jo Apigo is the WLAC contract for this program. According to C. Norris-Bell, Mary Jo is looking for faculty with LAUSD experience.

C. 3CSN – Just-in-Time Tutoring

1. Pierce College will host a summit emphasizing tutoring on Friday, Oct. 28, from 8:30 a.m. until 3 p.m.

2. Those interested can register for the event at the 3CSN website.

VI. SLO assessments, L. Cordova

A. TracDat

1. L. Cordova announced that the next TracDat Training will be held Wednesday, September 28, from 4:00 until 5:30 p.m. in CE-104. The next PDF Assessment Training will be Friday, September 23, from 11 a.m. until 1 p.m. The schedule of TracDat Training and PDF Assessment Training is listed on the SLO News

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newsletter he distributed at the meeting and sent out on email.

2. L. Cordova encouraged all faculty to read the latest SLO emails he has sent to check for pending assessments. Faculty may set up a meeting with a SLO facilitator to complete the process.
3. ILOs (Institutional Learning Objectives) have been confused with SLOs on some of the syllabi submitted.

VII. Lang. Arts Division Report to Senate, Oct. 25

A. K. Manner announced that the Division needs to describe the process to be used to address the recommendations of the Accreditation Team.

1. SLOs in course syllabi need to be consistent with the approved SLOs.
2. There needs to be consistency between the course objectives and the distance learning strategy.

B. Suggestions

1. L. Cordova pointed out the need for a process to review each syllabi submitted and to teach faculty where the approved SLOs are.
2. C. Norris-Bell said that the campus website needs to be made more user-friendly to help faculty find the approved SLOs.
3. L. Cordova explained navigation through the campus website:

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- a. "Faculty/Staff" on the campus home page, "SLO" under "Instructional Resources," click "Course SLOs" on the menu on the left-hand of the page, and click "here" in the first sentence on that page, which says, "To view the course SLOs for your course, click here."
- b. The page, "West Course SLOs by Division" will open as a new page in a separate window.
- c. Click the "Language Arts" tab at the bottom of the page to see SLOs for Language Arts courses.

VIII. RA FIG and One Book Schedule

A. N. Sander distributed copies of the schedules for Reading Apprenticeship FIGS and upcoming Tech Fair events.

B. RA

1. Reading Apprenticeship (RA) is a metacognitive conversation that demonstrates how readers think about and use text/videos/photos. Students usually do this through writing about their reading process.
2. N. Sander invited faculty to arrange with Scott Kecken in the campus Digital Design Studio to make a video of how an instructor reads actively that could be shared with students.
3. Instructors can model the way they approach reading and problem-solving. Students can then practice in pairs and small groups.

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C. One Book Schedule

1. The documentary, *Fed Up*, will be screened on campus the week of October 3. The *Fed Up* Challenge – giving up sugar consumption for ten days - will begin the week of October 10. See the West Week online announcements for details.
2. Professor Melinda Smith and Dr. Yervant Boghos will discuss the effect of sugar on the body during a lecture on Thursday, Oct. 6.

IX. Writing Lab Update

- A. A list of New and Returning Tutors, including biographical sketches, was distributed by S. Fong.
- B. An ATD Data Team chart was distributed that showed the positive impact of tutoring in the Writing Lab on successful completion rates and retention for Eng. 21, 28, and 101 students tracked from Fall 2012 until Fall 2015.

X. Learning Resources, J. Ames

- A. SI leaders sought – J. Ames requested faculty to send recommendations for Eng. 100 SIs to her.
- B. She said that a new Learning Center workshop series schedule will be announced soon.

XI. Adhere to final exam schedule - reminder

The meeting concluded at 4:15 p.m.

Final Draft submitted by S. Fong, 10/19/16

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