

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

Wednesday, Apr. 13, 2016

1:00 p.m. – 2:30 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
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
Adjunct Faculty		
Guests		
Susan Trujillo	x	
Jeanene Ames	x	

- I. The meeting was called to order at 1:15 p.m. Agenda was confirmed.
- II. Meeting minutes from Mar. 14, 2016 were approved after an update on Accreditation to 11 commendations and 1 recommendation.

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III. Introductions, Announcements & Acknowledgements

A. We celebrated the birthdays of N. Sander and L. Tejada with cake and song.

B. Leadership Retreat – Friday, April 29, 2016

1. F. Leonard announced that RSVPs for another carefully planned and highly participatory retreat are requested. She has sent out a flyer and a program via email.

C. Academic Senate Division Presentations

1. F. Leonard and K. Manner commended those who presented at the Academic Senate, which focused specifically on the prompts regarding improvements resulting from SLO assessment, along with culturally responsive teaching.
2. L. Alexander commended L. Cordova for his work on the slides for the presentation.

D. F. Leonard announced that instructors are invited to bring classes to take the Common Assessment, a forty-five minute test.

IV. Susan Trujillo – One Book

A. Cast A Vote for the Next One Book

1. S. Trujillo invited Division faculty to participate in the selection of the next One Book.

B. Library Video Links

1. Upon request, S. Trujillo can embed links to library videos in Etudes shells.

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V. Reports from Conference Attendees**A. N. Sander and STEM**

1. N. Sander reported 8 faculty from WLAC attended a STEM event that included 25-30 math faculty.
2. Breakout sessions were by discipline and in mixed groups.

B. H. Bailey-Hofmann and EEO Training for Selection Committees

1. H. Bailey-Hofmann discussed her experience with the Harvard Implicit Bias Test.
2. She reported that there was a wide variation in responses when 95 people were asked to give concrete definitions of hiring criteria.
3. People are less likely to punish people who are more like them who make mistakes (for example, typing and grammar errors in a cover letter).
4. The goal is to be more transparent about expectations and finding hidden or unconscious biases. H. Bailey-Hofmann announced that she has posted a link to this test in Etudes.

VI. Nancy Sander and Jeanene Ames – RA & STEM**A. N. Sander acknowledged S. Fong for bringing Writing Lab tutors to her Tech Fair RA workshops.****B. She reported the need for institutional research.**

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1. The social dimensions of RA need to be studied to determine how or if it does build community in class.
2. Instead of focusing on grades, determine what students learned.
3. Grants have come in for RA in ESL, math, Aviation, and Language Arts.
4. N. Sander is looking for feedback to build a Canvas site to help faculty use and track the impact of RA through online meetings.
5. The Division expressed approval for counting FIG participation as committee work.

VII. Student Success**A. Grant of \$1.5 Million Awarded**

1. K. Manner announced the awarding of the Basic Skill Transformation Grant to English and math for a five-year project including enhanced non-credit classes.
2. There will be funds for in-house training in Acceleration.
3. She acknowledged that R. Tillberg and Institutional Research have been very helpful in providing data needed for grant applications.

VIII. English 101 Update, K. Manner**A. K. Manner reported that C. Norris-Bell has updated the course outline to state that English 100, English 28, or**

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results of the placement exam be listed in the outline as prerequisites.

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- B. N. Sander requested that C. Norris-Bell be asked to include ESL 8 in the list of prerequisite options.
- C. K. Manner stated that syllabi need to match course outlines and that standardized syllabi for each course will need to be created. The syllabi need to be general enough to include all basic information, but each instructor may customize the language and tone of a syllabi.
- D. N. Lincke-Ivić reported that the COR for American Sign Language needs to be updated.
- E. L. Alexander suggested that a current COR in the District can be used to update COR's at WLAC.
- IX. Selection committees for English and Spanish
- A. F. Leonard announced that a list of candidates for English will be chosen on April 30, 2016. Interviews will be held on Saturday, April 23, 2016.
- B. Finalists will meet with the President on April 25, 2016.
- C. There are 131 applicants in English.

The meeting concluded at 2:30 p.m.

Final draft submitted by S. Fong, 5/19/16

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