

**Division Chair**  
Katherine Boutry

**Division vice Chair**  
Clare Norris-Bell

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Holly Bailey-Hofmann  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Nuala Lincke-Ivic  
Rick Mayock  
Margot Michels  
Clare Norris-Bell  
Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee  
Reps**  
Iris Maybruck

**Academic Senate Rep**  
Anthony Cuomo  
**Adjunct Rep**  
(Vacant)

**Instructional Assistant**  
(Vacant)

**Meeting**  
Dates | Times | Location  
In GC 210 K

Unless otherwise noted

Fall: 2018

August 23, 2018

September 17, 2018

October 17, 2018

November 14, 2018

Spring: 2019

February 20, 2019

March 18, 2019

April 17, 2019

May 20, 2019

## Language Arts Division Meeting Minutes – Nov. 14, 2018 – GC 210K

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hoffman	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa	x	
Suzanne Floyd		x
Nuala Lincke-Ivic	x	
Rick Mayock		x
Margot Michels		x
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz		x
Stella Setka	x	
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
Jeremiah Allen	x	
Lloyd Noonan	x	
Anne Winter	x	
Secretary		
Linda Rodriguez	x	

### 1. Call to order 2:35PM

### 2. Acknowledgements and Announcements

- C. Norris acknowledged Linda Rodriguez for keeping the minutes.
- C. Norris acknowledged A. Cuomo for his representation of Language Arts at Academic Senate.
- L. Tejada recognized all Language Arts colleagues who have contributed to implementation of AB 705.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue 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.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Division Chair**  
Katherine Boutry

**Division vice Chair**  
Clare Norris-Bell

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Holly Bailey-Hofmann  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Nuala Lincke-Ivic  
Rick Mayock  
Margot Michels  
Clare Norris-Bell  
Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee  
Reps**  
Iris Maybruck

**Academic Senate Rep**  
Anthony Cuomo  
**Adjunct Rep**  
(Vacant)

**Instructional Assistant**  
(Vacant)

**Meeting**  
**Dates | Times | Location**  
**In GC 210 K**

**Unless otherwise noted**

**Fall: 2018**

**August 23, 2018**

**September 17, 2018**

**October 17, 2018**

**November 14, 2018**

**Spring: 2019**

**February 20, 2019**

**March 18, 2019**

**April 17, 2019**

**May 20, 2019**

- d. L. Rodriguez recognized adjunct instructors Anne Winter, Lloyd Noonan and Jeremiah Allen for faithfully participating in the Language Arts division meetings.

### 3. Minutes of October 17, 2018 - Approved

#### 4. The Wildcat – Sarah Rios

- a. The Wildcat Newspaper is seeking student contributors. Instructors were requested to make this information known to their classes. Additionally, there is also a need for a faculty editor. N. Lincke-Ivic has volunteered her services. Interested parties may contact **Sarah Rios** through Creativity.

#### 5. “PL/Pedagogy Share Out – T. Welch

- a. T. Welch facilitated a discussion on Contract Grading. Additionally, he provided the faculty with handouts of possible rubrics and class characteristics.

#### 6. SLO Assessments – L. Cordova

- a. There will be a working meeting for SLO’s, December 10, 2018 at 2:30 PM.  
b. Following SLO workshop, Language Arts will be meeting off campus for a holiday celebration.

#### 7. DSPS – Areas of Concern

- a. Creating inclusive spaces.  
b. Accommodating Autistic students in mixed classroom settings.  
c. How to address students experiencing anxiety issues.  
d. How to accommodate DSPS students in online classes with timed exams.  
e. A. Cuomo recommends having clear boundaries accommodating class time for all students, faculty and assistants.  
f. S. Setka has suggested that the division draft a policy concerning the participation of aides in the classroom.  
g. DSPS counselor Eric Wagner may be contacted for additional information.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue 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.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Division Chair**  
Katherine Boutry

**Division vice Chair**  
Clare Norris-Bell

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Holly Bailey-Hofmann  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Nuala Lincke-Ivic  
Rick Mayock  
Margot Michels  
Clare Norris-Bell  
Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee  
Reps**  
Iris Maybruck

**Academic Senate Rep**  
Anthony Cuomo  
**Adjunct Rep**  
(Vacant)

**Instructional Assistant**  
(Vacant)

**Meeting**  
**Dates | Times | Location**  
**In GC 210 K**

**Unless otherwise noted**

**Fall: 2018**

**August 23, 2018**

**September 17, 2018**

**October 17, 2018**

**November 14, 2018**

**Spring: 2019**

**February 20, 2019**

**March 18, 2019**

**April 17, 2019**

**May 20, 2019**

## 8. Spring Scheduling

- a. Current scheduling continues.

## 9. 2018–2019 Division Meetings

- a. Updated meeting schedules are in the adjunct office and the faculty lunchroom.

Meeting adjourned at 3:45 PM

## 1. Discipline Meetings:

- a. Spanish (GC 210K)
- b. Communication Studies – L. Alexander
- c. Humanities – L. Noonan
- d. E.S.L. – K. Quitschau

## 2. English Division Meeting – Convened at 3:50PM

- a. C. Norris – AB 705
- b. T. Welch – How to link English 72 and English 101
- c. L. Tejada – AB 705 Co-Req. models.
  - i. Success Rate handouts. Discussion.
  - ii. Motion proposed by T. Welch
    - i. The English discipline supports linking select sections of English 101 to English 72 so that all students in English 72 are co-enrolled in paired sections of English 101. These paired sections will have identical rosters. Paired offerings will be available at a wide variety of time slots and online. Additional stand-alone sections of English 101 will also be available throughout the schedule; Students will be able to opt out of English 72 if they choose.
    - ii. Motion seconded by H. Bailey Hofmann.
    - iii. Motion vote unanimously approved by a show of hands.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue 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.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Division Chair**  
Katherine Boutry

**Division vice Chair**  
Clare Norris-Bell

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Holly Bailey-Hofmann  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Nuala Lincke-Ivic  
Rick Mayock  
Margot Michels  
Clare Norris-Bell  
Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee  
Reps**  
Iris Maybruck

**Academic Senate Rep**  
Anthony Cuomo  
**Adjunct Rep**  
(Vacant)

**Instructional Assistant**  
(Vacant)

**Meeting**  
**Dates | Times | Location**  
**In GC 210 K**

**Unless otherwise noted**

**Fall: 2018**

**August 23, 2018**

**September 17, 2018**

**October 17, 2018**

**November 14, 2018**

**Spring: 2019**

**February 20, 2019**

**March 18, 2019**

**April 17, 2019**

**May 20, 2019**

- e. Seven sections of English 72 will be offered in spring 19. Instructors will teach sections of English 72 on a voluntary basis. L Tejada will conduct a training session during the winter.
- f. Pedagogy Conference is coming up.
- g. Discussion will continue in Co-reqs for Success Committee. Members include K. Boutry, S. Setka, L. Cordova, C. Norris, T. Welch, H. Bailey-Hofmann, L. Tejada, and N. Lincke-Ivic.

Meeting adjourned at 4:17 PM  
Minutes completed by L. Rodriguez

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue 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.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

