

Division Chair
Fran Leonard

Division Vice Chair(s)
Kim Manner

Full Time Faculty
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Kathy Boutry
Holly Bailey-Hofmann
Luis Cordova
Josefina Culton
Ana Figueroa
Suzanne Floyd
Fran Leonard
Nuala Lincke-Ivic
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Academic Senate Rep
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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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Spring 2017:

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Mar. 21, Tues., 1:00
Apr. 19, Wed., 2:30
May 11, Thurs., 1:00.

Meeting Minutes

Monday, Nov. 21, 2016

2:30 – 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		
R. Kaplan	x	
L. Noonan	x	
M. Wallach	x	
A. Winter	x	
Guests		
Jesus Reyes	x	

I. The meeting was called to order at 2:30 p.m. The agenda was confirmed.

II. Meeting minutes from Oct. 18, 2016 were approved.

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III. Introductions, Announcements & Acknowledgements

- A. Chocolate cream pie, pumpkin pie, and cranberry cake were shared to celebrate the upcoming end of the semester. A. Figueroa will celebrate a January birthday.
- B. C. Norris-Bell invites faculty to visit her classroom outside of evaluation purposes.
- C. T. Welch announced that it has been valuable for him to visit classes outside of the discipline and division.
- D. N. Sander reported adjuncts telling her that they would like additional opportunities for interaction with faculty.
- E. K. Quitschau reported that adjuncts were happy to have face-to-face feedback after evaluations.
- F. C. Norris-Bell expressed appreciation for lemon bars brought by T. Welch.

IV. Information on Incompletes

A. When and Why

1. F. Leonard stated that students who want to leave a class before twelve weeks into the semester should be directed to drop the class.
2. Incompletes can be given after the last drop date, but the student must be in "good standing," i.e. passing the class and there must be an emergency or compelling circumstance.
3. F. Leonard pointed out that most students do not complete their Incompletes.

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B. Policy

1. Students who want an Incomplete must contact faculty to complete the requirements.
2. The contract should spell out what needs to be done to complete the class as well as what grade will be earned if there is no completion within one year. The students should be given a copy of this contract.
3. If students do not complete the required tasks within one year, they will fail the class and need to repeat it before continuing in sequential classes.

C. "D" Grades

1. A "D" is not a passing grade even though students are granted 1.0 in their GPA.
2. Students can repeat a class and petition to have the higher grade counted in their GPA, but all grades – passing or not – remain on transcripts.
3. In order to take classes in sequence, students need to earn passing grades, "C" or better.
4. Student may choose to take a different class to satisfy an elective requirement, but a "D" grade will continue to affect their GPA until they repeat and pass the class.
5. Showing up is not enough to pass a class; work must be submitted.

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6. There is a box to check on an add card to re-instate students.

V. WEC – ASO’s smoke-free campus initiative – N. Sander

A. Report from J. Reyes, ASO President

1. A petition was distributed for signatures in order to advance an initiative to make the campus 100% smoke-free for public health.
2. Campuses may assign non-smoking areas, but LA City College and UC campuses have banned smoking completely.
3. M. Michels favored stricter enforcement of designated smoking areas.
4. WEC (Work Environment Committee) and the Health Center will work together to create a smoking cessation program for the campus.
5. All are invited to a discussion followed by a vote on this topic on Monday, Dec. 12, 1 p.m., in SSB 414.

VI. Curriculum Committee, S. Ruiz

A. Syllabus Template

1. A template is undergoing development so that course SLOs for each class in each discipline can be cut-and-pasted into forms that will also have areas that can be customized.
2. This form is an addendum to the course outline of record and will be used in future program reviews.

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3. All adjuncts will then have access to the same course information.

B. Associate Degree – General Education Requirements Plan

1. Update – Students still need to take six semester units from Area B (Social and Behavioral Sciences), but they now have a choice of taking one course from B1 and a second course from B1 or B2.

2. Update on Area C (Humanities) – The Division agreed to archive English 209 in addition to Spanish 21 and 22. Persian 1 needs to be added.

C. New Edition of the Course/Discipline Handbook

1. S. Ruiz announced that the handbook is being condensed. The goal is to create a checklist.

VII. Senate – Action Items from the Nov. 22 Mtg. – N. Lincke-Ivic

A. The Division expressed consensus over making the proposal for a safe place for targeted groups into an action item for the Academic Senate.

B. Noticed Motion for the Tuesday, Nov. 22, Academic Senate meeting – West faculty recommend that a (physical, on-campus) "safe space" be allocated for those students who are experiencing fear and trauma as a result of the current political climate (for example, women, LGBTQ people, persons with disabilities, Muslims and other religious minorities, immigrants, DREAMERS

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[Development, Relief & Education of Alien Minors” DREAM ACT], DAPA [Deferred Action for Parents of Americans], DACA [Deferred Action for Childhood Arrivals] students, and people of color.)

VIII. Writing Lab Report

A. Tutor Training

1. S. Fong reported that there was no group tutor training conducted in the Learning Center this fall 2016.
2. To provide training, S. Fong accompanied a group of Writing Lab tutors who attended the 3CSN “Just-In Time” Tutoring Summit at Pierce College on Friday, October 28.
3. S. Fong also brought tutors to the WLAC Tech Fair event, Beginning Reading Apprenticeship.
4. The next goals are bringing tutors to the 3CSN Tutor Expo in March 2017 at Pasadena College and attending a spring 2017 group tutor training in the Learning Center.

B. Writing Lab Attendance

1. S. Fong reported that the Learning Center sends out a flyer and schedule of tutoring via mass email early each semester.
2. As a follow-up, S.Fong sends email to selected instructors (English, ESL, and other disciplines

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requiring written assignments) to advertise the Writing Lab and to offer brief tutor visits to classrooms by appointment. As a result, L. Noonan, R. Okawa, S. Setka, and K. Manner have had Writing Lab tutors visit their classes this fall semester.

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3. Instructors are requested to add tutoring as an incentive on syllabi in addition to announcing – at different points in the semester - the availability of tutoring. Online English instructors, S. Floyd and S. Lyons-Burns, have done this for years and have many students participating in the OWL (Online Writing Lab).
 - a. Faculty offered suggestions to increase attendance. Student emails can be used to follow-up on the results of previous consultations.
 - b. Instructors can get an email stating that tutors will be visiting classrooms during the first week or two of the semester unless an email is sent to decline the visit.

IX. Closing the Achievement Gap through Acceleration

A. Statistics from Institutional Effectiveness show that the accelerated class, English 100, is helping to close the achievement gap for impacted groups. Basic skills completions rates were compared between students in accelerated or non-accelerated courses.

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- B. Sections of English 21 and 28 may be replaced by additional sections of English 100. Streamlining the sequence of English courses will close exit points.
- X. Proposed SLO for English 20A
 - A. Members from the English Discipline stayed after the Division meeting ended to listen to and then express support for M. Wallach’s proposed SLO for English 20A.

The meeting concluded at 3:55 p.m.

Final draft submitted by S. Fong and approved 3/21/17

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