

Division Chair
Fran Leonard

Division vice Chair
Kim Manner

Division Secretary
Linda Rodriguez

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
Stella Setka
Alice Taylor
Leslie Tejada
Tim Welch

Curriculum Committee Reps
Sandra Ruiz
Stella Serka

Academic Senate Rep
Nuala Lincke - Ivic
Adjunct Rep
(Vacant)

Instructional Assistant
Susan Fong

Meeting Dates | Times | Location
In GC 210 K

Unless otherwise noted:

Spring 2017:

Feb. 27, Tues. 2:30
Mar 21, Tues. 1:00
Apr 19, Wed. 2:30
May 15, Mon. 1:00



Meeting Minutes
Wednesday, April 19, 2017, 2:30 p.m. GC 210 K

Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hoffman	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	
Adjunct Faculty		
Lloyd Noonan	X	
Anne Winter		
Secretary		
Linda Rodriguez		

1. The meeting was called to order at 2:40 p.m.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
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- Seek facts and data to inform discussions and decisions.

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2. Acknowledgements, Announcements

- a. Vice President Bob Sprague is retiring. His last day will be April 21, 2017. Thank you Bob for all of your years of service. You will be missed.
- b. M. Michele wishes to acknowledge Fran Leonard for providing cards, refreshments, and other acknowledgements for the staff.
- c. Thanks to H. Bailey-Hofmann for setting up decorations for the staff birthdays.
- d. Birthday acknowledgements and good wishes to all our April birthdays – Sandra Ruiz, Leslie Tejada, Luis Cordova and Anne Winter
- e. Leadership Retreat May 5th – There’s still time to RSVP
- f. Message from President Limbaugh – Please encourage your students to complete the student survey
- g. Pending Change – The deadline to pay for classes will be strictly enforced for fall 2017 Please notify your students.
- h. Academic Senate wishes to acknowledge Language Arts for its large donation of food and toiletries to the student food bank. Thank you.
- i. Writing Skills center in the library is requesting volunteers.

3. Minutes of March 21, 2017 meeting

- a. Correct 2 names misspelled on minutes of 4.19.17
 Include R. Mayock in acknowledgements for program review.
- b. Minutes accepted

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4. Reports from Representatives

- a. Curriculum Committee – S. Setka – Archiving of the AA degree in English in favor of the AAT has been denied. Issues cited include insensitivity to EOP’s students and self- esteem issues. The motion was not seconded and died in committee.

Questions as to how the English Department can be overruled in this decision when the numbers do not support the argument were raised by N. Lincke-Ivic. F. Leonard suggests checking precedents set by other colleges and re-examining the issue. AA vs. AAT require different GE patterns for CSU/IGETC requirements. C. Norris-Bell suggested having additional advocates for the change to AAT attend the meetings.

5. Academic Senate – N. Lincke-Ivic

- a. Enrollment management committee is not functioning at this time. F. Leonard indicates the committee is crafting a response to the council’s recommendation that was made to acting president B. Sprague.

6. Fall 2017 Wait Lists – K. Burzynski

- a. People Soft will be coming online and waitlists for enrollment will become effective for August 1, 2017. The waitlist will allow up to half the normal enrollment level of the class and will eliminate over enrollment. Waitlist informational handouts were provided to the staff.

7. 2nd Language Acquisition – N. Sander

- a. The common assessment has been stalled. It may not be available for fall 17. We must begin a discourse on second language learners’ access to class. It takes five years for most students to become fluent in a second language and it is necessary for the faculty to set up a

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- b. to support these students otherwise they are being set up to fail.

8. SLO Dialogue Framework – L. Cordova

- The staff was provided with the SLO newsletter for April as well as WLAC SLO Assessment Records by section.
- Track DAT training regarding submission of assessment records will be held in CE 225 [what date?]
- West is at a 90% compliance rate for submitting SLO'S. Special thanks to S. Setka and L Tejada for helping to complete these assessments.
- Staff should maintain e-portfolios for SAO's (Service Assessment Outcomes).
- SLO Dialogue Framework contains five steps to be followed by both F/T and P/T faculty regarding discussion and implementation of Program Review of each course. Useless addendums and SLO's need to be cleaned up.
- T. Welch suggests Course Captains to get single class instructors together. K. Manner indicated that mixed groups could be interdisciplinary.

9. Action Item

- The Division supports a new F/T Tenure track position for the English Department. We are currently understaffed as Language Arts Faculty are carrying reassign time duties. In F15 approximately 56% in instruction in English was provided by P/T faculty (10 FTEF), 36% was completed by F/T faculty as part pf their regular teaching load (6.5 FTEF), and 8% (1.58 FTEF) was provided by F/T faculty teaching a class as an hourly assignment.
- Due to reorganization there will be upcoming elections for new department chairpersons. The terms will be 3 years.

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10. Agenda Items for Next Meeting

a. K. Boutry - English AA-T

The meeting was adjourned at 3:45 followed by Birthday cake for the April birthdays.

Minutes completed by Linda Rodriguez 4/21/2017.

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