

**LANGUAGE ARTS**

**Language Arts Division Meeting – September 16, 2019 – GC 250-1:00PM**

**Division Chair**  
Clare Norris-Bell

**Division vice Chair**  
Anthony Cuomo

**Division Secretary**  
Linda Rodriguez

**Full Time Faculty**  
Linda Alexander  
Jeanene Ames  
Elena Avilés  
Kathy Boutry  
Holly Bailey-Hofmann  
Luis Cordova  
Anthony Cuomo  
Ana Figueroa  
Suzanne Floyd  
Fran Leonard  
Nuala Lincke-Ivic  
Rick Mayock  
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Karen Quitschau  
Sandra Ruiz  
Stella Setka  
Leslie Tejada  
Tim Welch

**Curriculum Committee Reps**  
Luis Cordova

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

**Instructional Assistant**  
(Vacant)

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

Unless otherwise noted:  
Fall: 2019

Flex Day-August 22, Thurs.  
1:00 PM  
September 16, Mon. 1:00 pm  
October 15, Tue. 2:30 pm  
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Spring 2020  
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<b>Linda Alexander</b>	X	
<b>Elena Avilés</b>		
<b>Kathy Boutry</b>	X	
<b>Holly Bailey-Hofmann</b>	X	
<b>Luis Cordova</b>	X	
<b>Anthony Cuomo</b>	X	
<b>Ana Figueroa</b>	X	
<b>Suzanne Floyd</b>		X
<b>Jeanene Ames</b>	Confer Zoom	
<b>Nuala Lincke-Ivic</b>	X	
<b>Rick Mayock</b>	X	
<b>Margot Michels</b>		X
<b>Clare Norris-Bell</b>	X	
<b>Karen Quitschau</b>	Confer Zoom	
<b>Sandra Ruiz</b>	X	
<b>Stella Setka</b>	X	
<b>Leslie Tejada</b>	X	
<b>Tim Welch</b>	X	
<b>Adjunct Faculty</b>		
<b>Hari Vishwanahda</b>	Confer Zoom	
<b>Iris Maybruck</b>	Confer Zoom	
<b>Kathy Dawson</b>	X	
<b>Linda Watts</b>	X	
<b>Guest</b>		
<b>Joy Ogami-Avila</b>	X	

**Call to order at 1:07 PM.**

- Have a vision for our “desired” outcome
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**I. Introductions: Acknowledgements, Announcements**

- a. Everyone went around and introduced themselves and shared a fun fact about themselves.
- b. C. Norris-Bell acknowledged Nuala for her campus-wide conversation regarding grading policies
- c. C. Norris-Bell acknowledged S. Setka for her work on literature CORs.
- d. C. Norris-Bell acknowledged S. Ruiz for subbing over the past couple of weeks
- e. H. Bailey-Hoffman shared how Language Arts paid tribute to Mr. James Lawrence, a facilities colleague who passed away. On behalf of the division, they were given an orange tree.
- f. H. Vishwanadha shared a flyer passed around about an event at SMC.
- g. K. Boutry announced that the creativity conference will be April 25<sup>th</sup>. The president agreed to fund it this year

**II. Minutes of August 2019 meeting & Today's Agenda**

- a. Fix Agenda Date
- b. Minutes approved based on consensus

**III. Chair Business**

- a. Spanish Hire
  - i. Introduced new Spanish hire Dr. Elena Avilés
- b. Enrollment Trends and Data Sharing
  - i. Prioritized resource requests were sent out by College Council (Spanish and Communication Studies Request approved)
  - ii. 12-week classes beginning soon (English and Comm Studies)
  - iii. Connect OER initiative to request for mobile computer lab and flipped classroom

**IV. Talk about Teaching: Evaluation Insights 1:20-1:30**

- a. One colleague asked if we can use Google docs to submit Evaluation forms; however, we still have to submit hard forms.
- b. One faculty evaluated an online instructor using contract grading and was inspired
- c. K. Boutry shared examples of learning positive and impactful teaching strategies during while evaluating A. Cuomo.

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- d. L. Cordova shared the importance of making the evaluatee feel comfortable
- e. Communicating with evaluatee is vital
- f. Show up when you say you will
- g. Emphasize that the instructor is being evaluated
- h. Let students know about the process—could help with qualitative feedback
- i. Sharing a variety of sample work
- j. Discussion occurred regarding requesting sample work

**V. Evaluation Training 1:30-1:50**

**VI. Program Learning Outcomes (Joy) 2:05-2:10 (Moved up by C. Norris Bell)**

- a. J. Avila-Ogami gave presentation about program learning outcomes. It is important to map course student learning outcomes to program learning outcomes. SPLOs (Student program learning outcomes) can be changed without going through the formal curriculum process. Joy is able to update program learning outcomes. Language Arts is also considering adding SPLOs to our department website pages.

**VII. Class Caps 1:50-1:55**

- a. Collectively, division is interested in lowering class caps
- b. C. Norris-Bell pointed out article 12 in the contract “each department should maintain on an average a goal of 34 students in classes.”
- c. Class size may be tied to enrollment and as we have a new funding formula.
- d. Contract negotiations and importance of filling out survey form for AFT union
- e. Does class size impact enrollment?
- f. Can we make a research request to examine student success and student retention in regarding to enrollment of section? A. Cuomo will follow up with data request.
- g. Should there be a response to president’s response? Discussion occurred and division would like to follow up after more data is acquired.
- h. Keep on agenda to draft future response to president and also how we might collectively address enrollment issues.

**VIII. ESL Update (Karen) 1:55-2:05**

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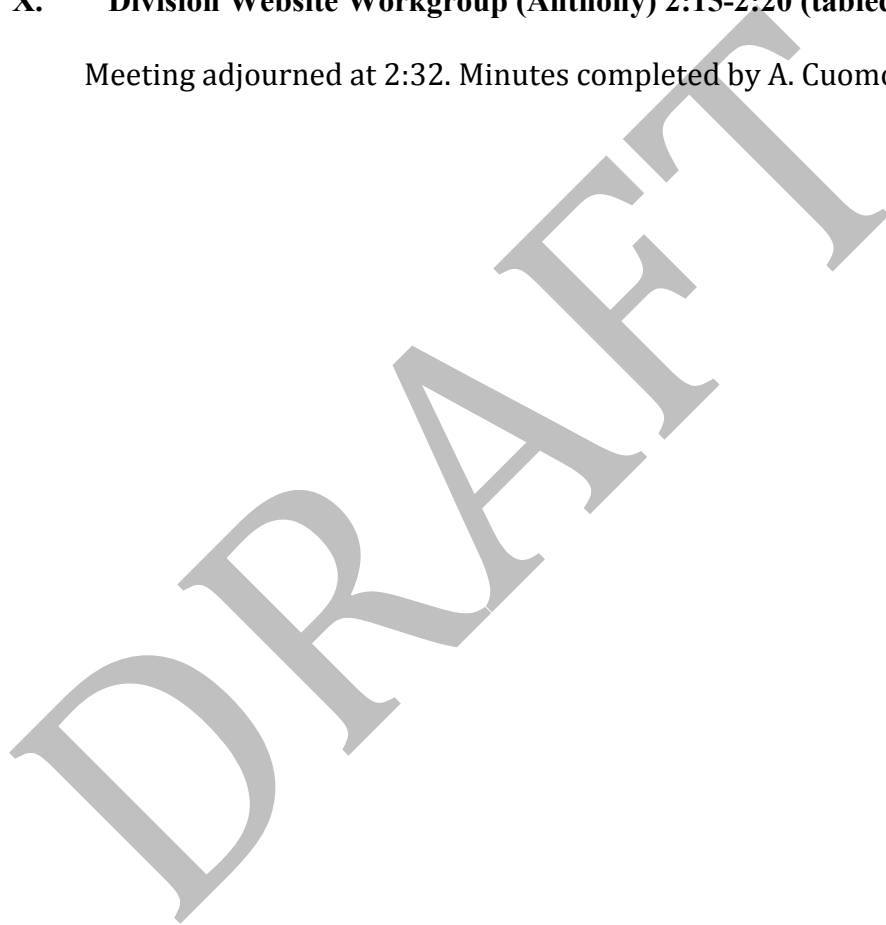
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- a. K. Quitschau gave updates regarding ESL and what others are doing at their campuses. Some colleges are combining credit and noncredit.
- b. Has questions and concerns regarding self-placement and how it is working

**IX. Syllabi Update 2:10-2:15 (tabled)**

**X. Division Website Workgroup (Anthony) 2:15-2:20 (tabled)**

Meeting adjourned at 2:32. Minutes completed by A. Cuomo.



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