

LANGUAGE ARTS

Language Arts Division Meeting – October 15, 2019 – GC210K – 2:30PM

Division Chair
Clare Norris Bell

Division vice Chair
Anthony Cuomo

Division Secretary
Linda Rodriguez

Full Time Faculty
Linda Alexander
Elena Aviles
Jeanene Ames
Kathy Boutry
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**
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

November 20 Wed. 2:30pm

Spring 2020

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May 20, Wed. 2:30 pm

Full Time Faculty	Present	Absent
Jeanene Ames	Confer Zoom	
Linda Alexander		X
Elena Aviles	X	
Holly Bailey-Hofmann	X	
Kathy Boutry	X	
Luis Cordova		X
Anthony Cuomo	X	
Ana Figueroa	X	
Suzanne Floyd		X
Nuala Lincke-Ivic	Confer Zoom	
Rick Mayock	X	
Margot Michels	X	
Clare Norris-Bell	X	
Karen Quitschau	Confer Zoom	
Sandra Ruiz	X	
Stella Setka	X	
Leslie Tejada	X	
Tim Welch	X	
Secretary		
Linda Rodriguez	X	
Adjunct Faculty/Guests		
Lloyd Noonan	X	
Ali Parsa	X	
Walter Jones	X	

Call to Order 2:37 PM

- 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
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- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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1. Introductions, Acknowledgements Announcements

- a. All around staff introductions
- b. L. Tejada, T. Welch, and A. Cuomo reported on “Strengthening Student Success” conference attendance.
- c. H. Bailey-Hofmann acknowledged S. Setka for her work on Curriculum.
- d. A. Figueroa, S. Ruiz and E. Aviles presented flowers to M. Michels for her birthday.
- e. M. Michels thanked the division for all their good wishes as well as for decorating her office in celebration of her birthday.
- f. H. Bailey-Hofmann, T. Welch and K. Boutry are working on updating the Language Arts Division webpage. N. Lincke-Ivic is working on updating the literature course outlines of record (CORs). N. Lincke-Ivic is working on updating the English 103 COR in ECD.
- g. Dr. Jones addressed the division and thanked everyone for their hard work and participation in various campus committees.
- h. Thanks to E. Aviles for providing snacks for the meeting.

2. Minutes of September 2019 Division Meeting – Approved by consensus.

3. Chair Business

- a. Earthquake Drill – California Shakeout scheduled for October 17, 2019 at 10:17 AM.
- b. November 1, 2019 there will be a Language Arts presentation for Counselors. Direct inquiries or comments to Clare.
- c. Reminder to request OER and LCT (Low cost textbook logs).
- d. Canon Copier – We do not currently have a maintenance contract. Please take large copy requests to Reprographics.

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- e. Enrollment Trends and Data sharing – Discussion about winter and spring scheduling for English 72/101 combinations. Increased 101 scheduling may require scheduling additional English 103 sections in subsequent semesters.
- f. Absence Information – In order to meet Carnegie hours a sub that meets minimum qualifications to teach the class is required after 2 absences. Giving students assignments on Canvas does not fulfill the required instructional hours.

4. Talk about teaching: Options when you have to miss a day.

- a. Class takeovers.
- b. Ted Talks.
- c. Video engagement/online conferences.
- d. Have emergency lesson plans prepared in advance in case you need a sub at the last minute.

5. Committee Reports

- a. Professional Learning – L. Tejada – discussion about how to record flex activities. New video – how to log flex hours. Classroom visits pilot has had no participation to date. Faculty are requested to invite colleagues to do a class activity. T. Welch recommends instructors opt in to “show a class/watch a class” activities. Additionally it would be informative to allow other instructors to view a variety of online classes. Question raised – Can instructors get flex time for doing observations?
- b. Strengthening Student Success Debrief – L. Tejada
 - i. Engaging faculty in an equitable education syllabus. No punitive language.
 - ii. Grading scale discussion (tabled).
- c. Academic Senate – A. Cuomo – The Academic Senate Constitution is being redlined. Feedback requested. Meta majors have been tabled. Feedback requested.

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The Senate vote on Meta majors has been postponed. Faculty awards – discussion focused on who decides and how faculty are selected. Please bring your concerns to the Senate.

d. Curriculum & SLO's – L. Cordova – Tabled

e. Distance Ed – A. Figueroa – English and Comm courses are moving ahead. Samples of online class sections are requested to help facilitate revisions. OER Initiative – If you are interested in applying for funding to create an OER Workbook (Text) a letter of intent must be submitted by October 28, 2019 to OER I. Proposals are due December 15, 2019.

f. Tech Report – N. Lincke-Ivic sent a written report.

6. Division Website – A. Cuomo –Requests for faculty bios, photos, etc. are needed for the website. Inclusion of an AB705 folder is suggested. Kentico training will be necessary to update the webpage. T. Welch has volunteered to help in November.

7. ESL Update – M. Michels – ESL 5A will pair ESL credit 5A with Non Credit 5A as a mirrored course.

8. Syllabi Update – C. Norris – In order to comply with ACCJC standards please review syllabi. All syllabi should reflect approved SLO's as reflected in Trac Dat. Student code of conduct regarding Academic Honesty, current DSPS referral information, faculty email contact information (not via Canvas), and grading scale.

9. Division Name – We will be discussing suggestions for renaming our division. A. Figueroa will take this idea to the district discipline committee and report back on her findings. Bring your ideas to the next division meeting. We will also be discussing the development of a Social Justice degree regarding LGBTQ and Gender in Communication.

4:05 PM Meeting adjourned. Minutes completed by Linda Rodriguez

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