

LANGUAGE ARTS

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

December 10, 2018

Spring: 2019

February 20, 2019

March 18, 2019

April 17, 2019

May 20, 2019

Language Arts Division Meeting – August 23, 2018 – GC 250

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hofmann	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa	x	
Suzanne Floyd		x
Nuala Lincke-Ivic	x	
Rick Mayock	x	
Margot Michels		
Clare Norris Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Stella Setka	x	
Leslie Tejada	X	
Tim Welch	x	
Adjunct Faculty	x	
Richard Kaplan	x	
Yunsook Kim	x	
Jeremiah Allen	x	
Lloyd Noonan		X
Anne Winter	x	
Ali Parsa	x	
Secretary		
Linda Rodriguez	x	
Guest	x	
Dr. Walter Jones	x	

1. Call to Order – 1:05 PM

a. **K. Boutry** – Welcome and opening remarks.

2. Minutes

a. Minutes for 5/21/18 meeting reviewed and accepted.

- Have a vision for our “desired” outcome
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- Seek facts and data to inform discussions and decisions.

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3. Vice Chair Election

- a. Introduction and remarks from candidate **Clare Norris-Bell**.
- b. Ballots circulated and counted.
- c. **Clare Norris –Bell** elected unanimously as Language Arts division vice-chair.

4. Revision of Goals for Language Arts Division 2018-2019

- a. **K. Boutry** – Power Point presentation and exercises for “Finding Your Why– Purpose, Cause, Belief”
- b. Why we are here group exercise: Our Purpose as defined by faculty.
 - i. To Welcome and affirm students so that they feel safe to learn.
 - ii. To motivate so that transformation happens.
 - iii. To listen to students so that we are more effective teachers.
 - iv. To connect so that we grow and expand.
 - v. To encourage students to step outside of their comfort zones and try new things.
 - vi. To affirm and model acceptance.
 - vii. To inspire students to think big.
- c. We will consider and look for these attitudes when interviewing and selecting new hires.

5. FPIP Applications

- a. Faculty voted to file FPIP applications for recruitment of English, Humanities and Spanish instructors.
- b. **T. Welch** – Include new staffing requests in Program Review.
- c. Faculty interested in participating in FPIP process see **Clare Norris or Stella Setka**.
- d. EEOC training is upcoming. Interested parties should plan to participate.

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6. Professional Learning Pedagogy Share Outs

- Presentations by Language Arts faculty will be scheduled at each of our division meetings. Please sign up on the meeting calendar.

7. Dr. Jones - Welcome Address to Faculty

- AB 705 changes
- Growth of Spanish department
- Language Arts Flyers

8. Syllabi Submissions

- Include SLO's
- CC L. Rodriguez when you submit online.

9. Assessments – L Cordova

- SLO assessments are due this semester.
- Include in Program Review
- Due when grades are due.
- ACCJC research requests

10. Curriculum Committee

- We need a new curriculum Representative.
- Curriculum Committee will meet Sept. 6, 2018. Meetings are on the first Wednesday of the month.
- I. Maybruck has volunteered to be our new representative.

11. Evaluations

- Tenure and Adjunct evaluations will be scheduled for fall 2018. Participation on Committees, SLO's and flex hours will be assessed as part of the evaluation process.

12. Work Block Forms

- If you have changes in your fall schedule please submit updated workblocks.

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13. Student Workers

- Student worker requests have been submitted to work study and Cal Works.

14. Division Meetings

- The schedule of Language Arts division meetings for 2018-2019 is posted in the adjunct office and the dining room.

15. Acknowledgements

- A. Figueroa** acknowledged A. Cuomo and L. Alexander for their commitment to the development of OER.
- T. Welch** – Acknowledged L. Tejada for her work on Flex Day.
- C. Norris** acknowledged H. Bailey-Hofmann and N. Lincke –Ivic for their contributions to Flex day and Flex week activities.
- H. Bailey-Hofmann** acknowledged **K. Boutry** for her work as the new Language Arts Chair.

Meeting adjourned at 2:15 PM followed by individual Language Arts Discipline Meetings.

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1. English Discipline Meeting - Call to Order 2:25 PM
Attendance: **Katherine Boutry, Tim Welch, Stella Setka, Holly Bailey-Hofmann, Clare Norris-Bell, Leslie Tejada, Jeremiah Allen, Nuala Lincke-Ivic, Luis Cordova, Linda Rodriguez**

2. Co Reqs for Success Committee Report – T. Welch

- AB 705 Handout – J. Allen
- Discussion: Removal of exit points, self-reported GPA's, enhanced 101, 101 with a co-req, student grouping as a cohort vs, study hall tutoring model.
- Offering 101 with and without a co req.
- English 72 with 101 as a co req.
- Faculty voted unanimously to pilot a 2 hr. combination of English 72 with a co req of English 101 for spring 2019.

3. Course Content for English 100 – C. Norris

- Faculty was posed with the question does English 100 require special training? The consensus was no. All English instructors meeting the minimum quals are able to teach English 100 without additional training.

4. Adjunct Mentoring – K. Boutry

- Faculty have been requested to share information and resources with each other as well as adjunct faculty. A resource binder will be created for communal sharing.
- Instructors are encouraged to observe one another's classes and teaching techniques as a means of professional development.

Meeting adjourned 3:10 PM
Minutes completed by Linda Rodriguez

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