

Language Arts Division Meeting – Thurs. Feb. 20, 2020 2:30PM –GC210K

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**

Elena Aviles

Academic Senate Rep

Anthony Cuomo

Adjunct Rep

(Vacant)

Instructional Assistant

(Vacant)

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

Unless otherwise noted:

Linda Alexander		X
Jeanene Ames	X	
Elena Avilés	X	
Kathy Boutry	X	
Holly Bailey-Hofmann	X	
Luis Cordova	X	
Anthony Cuomo	Confer Zoom	
Ana Figueroa	X	
Suzanne Floyd		X
Jeanene Ames	Confer Zoom	
Nuala Lincke-Ivic	X	X
Rick Mayock	X	
Margot Michels		X
Clare Norris-Bell	X	
Karen Quitschau	X	
Sandra Ruiz	Confer Zoom	
Stella Setka	X	
Leslie Tejada	X	
Tim Welch	X	
Adjunct Faculty		
Pamela Fife	Confer Zoom	
Yunsook Kim	Confer Zoom	
Anne Winter	X	
Linda Rodriguez -Secretary	X	
Chase Selby - Guest	X	

Call to Order – 2:33 PM

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Flex Day-August 22, Thurs.
1:00 PM
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Spring 2020
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1. Introductions. Acknowledgements, Announcements

- a. C. Norris-Bell – Gave thanks for all the kind wishes of the faculty members during her illness. Additionally, she thanked K. Quitschau for her follow up on ESL.
- b. A. Cuomo gave thanks to E. Aviles for stepping up to be our new Curriculum Representative. He also thanked E. Aviles and S. Ruiz for their work to update the Language Arts website.
- c. Sylvia Barajas is the new VP of Administrative Services.
- d. The Creativity Conference is scheduled for April 25, 2020.

2. Minutes of November 20, 2019 – Approved by consensus.

3. Chair Business –

- a. There is an additional column on the class roster for DSPS accomodation requests. Instructors need to acknowledge receipt of the request and indicate their ability or inability to accommodate the student. DSPS contacts are Jesse Saucedo and Christopher Sweeten.
- b. Program Review – Faculty are requested to consider what resources we need to accommodate our classes. FT faculty members and Humanities adjuncts will begin working on this process next week. An IT wishlist document will be compiled and presented to the PIE Committee which will prioritize the requests.
- c. Spring Faculty Evaluations – If you are available to assist with spring 2020 evaluations see Clare. Evaluations are mostly B&C and will be divided among available faculty.
- d. Exclusion Roster Change – The new format requires that you scroll across the page in order to select the submit option.
- e. Enrollment Trends and Data sharing – 2020 winter and spring enrollment has significantly declined. Subsequently, enrollment caps for Spanish which were previously lowerd to 40 have now been increased to 49.
- f. Summer/Fall Schedule – Currently available online in PDF format.

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- g. **Technology Funds** – This is a shared governance issue.
 - h. **Syllabus Requirement Incomplete Grade Board Rule** – The Board Rules regarding syllabi includes a requirement to include incomplete grades in the breakdown. Clare will provide more information as she learns more.
 - i. **Scheduling For Special Circumstances** – Discussion regarding our ability to accommodate instructors with special circumstances. Contact Ana regarding wording for special considerations.
4. **New Programs** – T. Welch & S. Ruiz
- a. Change in the English AAT will be submitted by Tim. Additional discussion regarding embedded tutoring.
 - b. West’s first Chicano Studies classes will be scheduled for fall 2020.
 - c. The Social Justice AAT in LGBTQ studies will be under the purview of the Anthropology Division.
5. **Learning Center Report** – Chase Selby
- a. There is embedded tutoring available for spring 2020 English 101 courses. There are also online and in person tutoring services for English 101 and English 72 combinations. Students may attend as requested by their instructors.
 - b. Writing tutors are available at the Learning Center and are also available embedded in English 101 classes.
 - c. We are in need of Spanish speaking tutors as well as Spanish tutors.
 - d. A. Figueroa – Spanish tutoring on Net Tutor is not within the L. A. time zone and subsequently is only available from 3:00am - 9:00am. This issue will be raised at the Distance Ed Committee. We will be inquiring as to the availability of Spanish tutoring more applicable to our time zone.
 - e. The online writing lab has a section number. Net Tutor for English is available all day.
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f. A general skills workshop handout has been provided to the faculty with the schedules of available resources.

6. Talk About Teaching Techniques - Tabled

7. Committee Reports

- a. L. Tejada – Professional Learning
 - i. CAP Conference February 27-29
 - ii. Safe Zone Training February 28-29
- b. A. Cuomo – Academic Senate
 - i. Senate Constitution updates available in One Drive
 - ii. Distance Ed Handbook available in One Drive
 - iii. Division Report will be at Senate Tues-Feb 25th
- c. A. Cuomo - Curriculum and SLOs
 - i. A. Cuomo is our new SLO Coordinator
 - ii. S. Setka – There is a new process for validating Pre-Requisites which will address the need for transfer validation.
- d. K. Boutry –BUG Committee – Send your wish list itmes for new building resources.
- e. A. Figueroa – Distance Ed.
 - i. The DE Handbook will be up for review at Senate next week. Additionally, there will be a motion made to requeat a DE Curriculum coordinator.
- f. H. Bailey-Hofmann – Guided Pathways will be submitting their yearly report.
- g. A. Cuomo – SLO Committee
 - i. Anthony Coumo will be replacing Luis Cordova as the new SLO Coordinator.

8. Division Website Workgroup

- a. S. Ruiz -Please add your documents to One Drive by the end of next week. This includes any photos and bios which you would like include on the Language Arts website.

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

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