

LANGUAGE ARTS

Division Chair

Fran Leonard

Division vice Chair

Luis Cordova

Division Secretary

Linda Rodriguez

Full Time Faculty

Linda Alexander
 Kathy Boutry
 Holly Bailey-Hofmann
 Luis Cordova
 Anthony Cuomo
 Ana Figueroa
 Suzanne Floyd
 Fran Leonard
 Nuala Lincke-Ivic
 Kimberly Manner
 Rick Mayock
 Margot Michels
 Clare Norris-Bell
 Karen Quitschau
 Sandra Ruiz
 Stella Setka
 Leslie Tejada
 Tim Welch

Curriculum Committee

Reps

Sandra Ruiz
 Stella Setka

Academic Senate Rep

Nuala Lincke - Ivic

Adjunct Rep

(Vacant)

Instructional Assistant

(Vacant)

Meeting

Dates | Times | Location
 In GC 210 K

Unless otherwise noted:

Fall: 2017

August 24, Thurs. Flex Day
 after lunch

September 18, Mon. 2:30 pm

October 25, Wed. 2:30 pm

November 20, Mon. 2:30pm

Spring 2018

February 21, Wed. 2:30pm

March 12, Mon. 2:30pm

April 18, Mon. 2:30 pm

May 21, Mon. 2:30 pm

Language Arts Division Meeting- Monday, November 20, 2017 – GC201K

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hoffman	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa		x
Suzanne Floyd	By Phone	
Fran Leonard	x	
Nuala Lincke-Ivic	x	
Kimberly Manner	Reassigned	
Rick Mayock	x	
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz		x
Stella Setka	x	
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
Ernest Young	x	
Linda Watts	x	
Anne Winter	x	
Secretary		
Linda Rodriguez	x	
Guests		
Dr. Walter Jones	x	

1. The meeting was called to order at 2:35 PM

- Have a vision for our “desired” outcome
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2. Acknowledgements

- a. C. Norris – Acknowledged Language Arts for the presentation of the division report given at the Academic Senate meeting.
- b. F. Leonard – Thanked all the instructors completing evaluations.

3. Draft Minutes of October 25, 2018

- a. Minutes approved.

4. DSP&S Student Grievance Procedure handout

- a. F. Leonard – New grievance procedure handout passed out to division members. Faculty are advised to consider the need for time accommodation when giving pop quizzes as time constraints may be inappropriate for some DSPS students.

5. Announcement, Reports

- a. Academic Honesty - K. Quitschau –Proctorio is a program available on Canvas, which can provide analytics to assess academic honesty. Once activated it can measure work completion timelines for students doing online work. It also flags suspicious activity and outside voices. Students must have active webcam & mic access for utilization of this program. Currently it is available for testing on a volunteer basis. F. Leonard will invite Cyrus Helf from Distance Ed. to come to a future division meeting to explain how to use this software. S. Setka suggested setting up an informal workgroup to discuss Canvas pedagogy.
- b. OER- L. Alexander and A. Cuomo attended an OER conference at Cerritos College. They have provided a statewide handout, which indicates that a logo on the class schedule will identify OER courses. All public speaking courses here at West L.A. College will use free OER resources for the spring 2018 semester.
- c. Instructors using OER must notify the division chair who will subsequently notify the Dean in Academic Affairs to request a zero textbook cost identification logo be inserted in the class schedule.
- d. The Public Intellectual – Tabled due to lack of online access.

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- e. Student Success – The Guided Pathways Fig assisting the workgroup completing the campus self-evaluation will shift their focus to planning. C. Norris – There is a proposal that the Student Success committee reporting to Academic Senate & College Council become a dual reporting committee. There will be a vote December 6, 2017 to initiate this process in the spring. Selection of a new student Success and Equity Dean is pending.
- f. Guided Pathways and Creativity will merge for spring conference (Annual Retreat). F. Leonard will have meetings for the planning of the Leadership retreat.
- g. SLO – L. Cordova – The compilation of new data from TracDat is being reviewed for teaching and learning strategies. **Noticed Motion:** “Every spring semester, when no assessments are due, divisions review their course SLOs for accuracy and relevancy and submit any necessary updates to the Course Outline of Record using the SLO Addendum.”
- h. Announcement – F. Leonard will be retiring in June 2018. Her positions as Language Arts division chair and College Council chair will terminate effective 6/30/2018.

Meeting adjourned at 3:45 PM followed by refreshments**English discipline meeting convened at 3:55 PM –**

Members present: F. Leonard, L. Cordova, C. Norris-Bell, T. Welch, S. Setka, L. Tejada, S. Floyd (by phone) and Guest, Bobby Henrichs from counseling.

1. Transcript Evaluation

- a. B. Henrichs-There is a new form for transcript evaluation. The full procedure has not been determined and is currently following Harbor’s protocol.
 - i. Evaluators can only use pre-existing agreements.
 - ii. Evaluators should not assess equivalency – a person who meets the minimum quals within the discipline should determine whether the course proffered as a substitute meets the rigor of the college.

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iii. Questions remain as to which articulation agreements we honor as there are conflicts concerning classes accepted by CSU but rejected by the UC system.

2. Petition Process for English 21 students who wish to advance to English 101

- a. N. Lincke-Ivic – A handout with a comparison of English 21 and English 100 was distributed. Discussion revolved around making a consistent format for evaluation. Prompts will be submitted for faculty use to provide uniformity in the assessment process. There will be two readers for the essays. Nuala Lincke-Ivic and Jeanene Ames.
- b. T. Welch raised questions about how address mixed ability classes. He suggested that challenges to mastering the material might be overcome by initiating a co-requisite requirement.
- c. C. Norris-Bell suggested the Baltimore Co-Requisite Model.
- d. L. Tejada will email descriptions of co-requisite models to the English faculty.

Meeting adjourned at 4:45 PM.

Minutes completed by L. Rodriguez

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