

LANGUAGE ARTS**Division Chair**

Fran Leonard

Division vice Chair

Kim Manner

Division Secretary

Linda Rodriguez

Full Time Faculty

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

Curriculum Committee Reps

Sandra Ruiz
 Stella Serka

Academic Senate Rep

Nuala Lincke - Ivic

Adjunct Rep

(Vacant)

Instructional Assistant

Susan Fong

Meeting

Dates | Times | Location
 In GC 210 K

Unless otherwise noted:

Spring: 2017**Feb. 27, Tues 2:30****Mar. 21, Tues. 1:00****Apr. 19, Wed. 2:30****May 15, Mon. 1:00****Language Arts Division Meeting, Monday, May 15, 2017- GC201K**

Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry		x
Holly Bailey-Hoffman	x	
Luis Cordova		x
Josefina Culton	x	
Ana Figueroa		x
Suzanne Floyd		x
Fran Leonard	x	
Nuala Lincke-Ivic		x
Kimberly Manner	x	
Rick Mayock		x
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Nancy Sander	x	
Stella Setka	x	
Alice Taylor		x
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
L. Noonan	x	
Anne Winter	x	
Secretary		
Linda Rodriguez	x	
Guests		
Walter Jones	x	
Jeanene Ames	x	
Angel Viramontes	x	
Susan Fong	x	

1. The meeting was called to order at 1:10 p.m.

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- a. There will be a campus wide Happy Hour at Janga in Culver City on May 25th.
- b. C. Norris–Bell extended thanks to all the faculty and staff that participated in the Leadership Retreat. Language Arts faculty and staff were well represented.
- c. H. Bailey-Hofmann acknowledged the success of the Poster Showcase. She also acknowledged K. Boutry for the hard work she put in to the Creativity Conference.

3. Minutes

- a. Corrections noted. Minutes accepted as corrected.

4. Recommendations for Discussion/Action

- a. PIE Committee Recommendations for Discussion/Action Resource requests have been prioritized. The Academic Senate is scheduled to approve the list on May 23rd. The recommendations will then be sent to the president. Several issues surfaced during the prioritization process. The PIE Committee made five recommendations to College Council, four of which are also academic and professional matters and will be voted on at the next Senate meeting.
- b. N. Lincke-Ivic forwarded the recommendations to the division. Faculty should let her know if they have any concerns prior to the vote at the May 23rd meeting.
- c. PIE is recommending the addition of a new goal to the EMP: 3.3.5. New bachelors programs.
- d. EPSC – the committee is working their hiring policy revisions. Faculty should email suggestions to H. Bailey-Hofmann.
- e. ACCJC – Approve follow up report. Senate will be voting on May 23rd whether to approve the follow up report to the ACCJC.

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- a. Evaluations are on track. Our ongoing goal is for continued improvement and to assure that our students receive good administrative support. The district stipulates when we are to complete evaluations. There is a Plan for Improvement template, which should be used for follow up.
- b. L. Tejada indicated informal class visits by the English team to observe English 100 classes revealed new strategies for effective teaching. These could translate to SLO assessments.
- c. Acceleration Training – East is sending a team Wednesday 5/17/17 to observe. S. Ruiz suggested these trainings could be cross - disciplinary.
- d. K. Quitschau indicated she would like to reach out to English 28 and English 100 instructors for dialogue.

6. Student Success

- a. ATD'S ICAT Survey – President Limbaugh has requested that everyone complete the survey if they have not already done so, to ensure that the survey is broad and deep.
- b. The Instructional Support workgroup is meeting next week to finalize recommendations to the Student Success Committee.

7. Writing Lab Report

- a. S. Fong thanked the faculty for allowing tutors into the classrooms to promote the writing lab. She encouraged faculty to include the writing lab in their syllabi. It was suggested that faculty send writing prompts to the lab to help facilitate appropriate services. L. Tejada suggested that tutors be specifically told that students do not need a

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completed draft to receive instructional services. Ms. Fong also distributed a handout regarding funding for the writing lab, training updates regarding the tutorial staff, and summarizing collaborative efforts between faculty and the lab. The handout also includes updated enrollment data.

8. International Students, A. Viramontes

- a. Mr. Viramontes distributed an informational handout, which summarizes International Student Services, and staff contact information. Questions focused on how to get students to enroll in ESL courses that are necessary but are not covered by scholarship funds. N. Sander indicated we should consider marketing strategies that will help students understand the value of ESL courses with respect to understanding course content and transferability.

9. 2017 – 2018 Division Meetings

- a. Because most of the faculty do not teach on Fridays, it is proposed that division meetings move to the first Friday of the month at 10:00 a.m. There was discussion about whether faculty could participate via teleconference.

Meeting adjourned at 2:30 pm followed by birthday cake.

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1. English Discipline Meeting

- a. A meeting was reconvened for the members of the English Department faculty. Members present were F. Leonard, K. Manner, C. Norris-Bell, T. Welch, S. Setka, and H. Bailey-Hofmann.
- b. Removing exit points in English. *The inevitability of attrition in sequences* handout was distributed to staff re: statistical data indicating persistence levels of students relative to their course sequences. The data show that student success increases as the number of courses below college level decreases. H. Bailey-Hofmann indicates the need to schedule more English 100 trainings. Faculty unanimously voted not to offer English 21 or 28 beginning in fall 2018. Students who do not place directly into English 101 will take English 100.
There was discussion of adopting the Baltimore model of acceleration (101 with a co-requisite for students who place below 101) in addition to offering English 100. Harbor College is creating curriculum for co-requisite courses. A workgroup consisting of T. Welch, L. Tejada, C. Norris-Bell, and S. Setka will be doing additional research on the matter and present its findings at the next meeting.
- c. K. Manner and F. Leonard are attending the Curriculum Committee meeting Wednesday to advocate for archiving the English AA degree. Mission College has archived their AA degree.
- d. C. Norris-Bell suggests college level English be changed to 4 hours weekly.

2. Process for selecting Classes

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a. Faculty will meet in person and select a full load of classes in seniority order. This will allow other

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faculty members to rotate through the literature courses. During the next selection cycle, the person who selected first will move to the bottom of the rotation. K. Manner will send staff the Lit. Rotation. The Seniority rotation will be provided prior to the meeting so that candidates may select choices and put in their class requests if they are not present.

Meeting adjourned at 3:30 p.m. Minutes completed by Linda Rodriguez, May 19, 2017.

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