

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

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March 18, 2019

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Language Arts Division Meeting Minutes –Feb. 20, 2019 – GC210K

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		x
Walter Jones	x	
Nuala Lincke-Ivic	x	
Rick Mayock		x
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	X By Phone	
Sandra Ruiz	x	
Stella Setka	x	
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
Kathleen Dawsin	x	
Lloyd Noonan	x	
Anne Winter	x	
Ernest Young	x	
Chase Selby	x	
Secretary		
Linda Rodriguez	x	

1. Call to Order 2:38 PM

2. Acknowledgements and Announcements

- a. A. Figueroa recognized Leslie Tejada for a successful Spring Summit. Additionally, Ana recognized Clare Norris for her work in Equity.

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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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- b. L. Tejada recognized Clare Norris for her work with the PL Hub. She also recognized Dr. Jones for filling in as acting chair of Language Arts.
- c. C. Selby recognized Linda Alexander for her assistance in the Learning Center tutoring Communication.
- d. C. Norris recognized Tim Welch for his continued efforts in the implementation of AB 705. She also recognized Anthony Cuomo for his active work as the Language Arts Rep. in Academic Senate.
- e. L. Alexander recognized Chase Selby for his efforts with tutoring Communication in the Learning Center.
- f. T. Welch and S. Setka recognized Kathy Boutry for her efforts as Language Arts Chair.
- g. Dr. Jones announced that in accordance with the Distance Ed initiative, additional online pedagogy training would be required in the future.

3. Minutes of November 14, 2018 – Approved

4. Learning Center Director – Chase Selby

- a. Mr. Selby provided handouts concerning what the Learning Center is, including a Learning Resources flier and lab schedule. It is the goal of the Learning Center to have tutors available throughout all business hours.

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- b. AB 705 groups may request class presentations to inform students about resources available to increase student success outcomes. Instructors are also encouraged to refer students to the Learning Resource Center via course syllabi.
- c. The Learning Center is looking for English tutors. Instructors are encouraged to refer interested students and submit recommendations of eligible candidates.
- d. Availability of online tutoring remains tentative at this time.

5. Committee Reports

- a. Academic Senate Rep. A. Cuomo reported that Language Arts is working with the math division on a referendum to address concerns about the potential for grade inflation and the maintenance of grading integrity in light of AB 705. Additionally, there is an embedded librarian program for Canvas designed to support online student success. Please see Anthony if there are issues you would like to discuss or have addressed by the Senate.

- b. Distance Ed. – A. Figueroa -There is an online option called Note Bowl, which is akin to an online discussion board. This option allows students to pose questions and engage in classroom style interaction. Video training for this program is available for interested parties.

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- c. Revisions to the online handbook are proceeding. Please submit requests or suggestions to A. Figueroa or S. Ruiz.
- d. Guided Pathways is developing a new website which will include meta major activities
- e. Student Success – C. Norris – WLAC is currently in need of a new Equity Plan. A. Viramontes is the Dean who will have oversight of this area.
- f. SLO's – L. Cordova is currently the Dialoguing and Program Learning Outcomes coordinator. The SLO committee will be working with Pathways regarding updated PLO's. There will also be upcoming TracDat training.

6. Committee Participation

- a. Language Arts is in need of a Curriculum Committee Rep.
- b. L. Cordova has agreed to be our representative.
- c. K. Boutry has also expressed interest in serving but is not available this semester.

7. Professional Learning – L. Tejada

- a. Upcoming events for spring 2019 include the SLO symposium, The Leadership Retreat, and the Creativity Conference

8. AB705 – T. Welch – Tabled for discussion at the discipline meeting.

9. Faculty Evaluations – Tabled

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10. Adjunct Division Rep.

- a. Language Arts will have elections for Adjunct Division Rep. in May 2019

11. Program Review -

- a. There will be an abbreviated meeting for program review to determine resource requests.

12. Chair Election Discussion -

- a. C. Norris and A. Figueroa both announced their candidacy for Language Arts chair. The upcoming chair election will be on March 6, 2019. This is a special election to fill the vacancy left by K. Boutry's resignation.
- b. N. Lincke Ivic suggested that Language Arts have a rotating chair for a more limited time than is current. Dr. Jones has indicated that this is not in keeping with the current terms of the contract.

13. Student worker -

- a. Follow up by K. Boutry has revealed that our current student worker is unable to return this spring as she is currently ineligible for work-study.

14. Communication - Special Circumstances - L. Rodriguez

- a. Faculty are requested to post office hours if they have not already done so.
- b. Please respond to student emails in a timely manner.

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c. When instructors have appointments outside of their regularly scheduled office hours or are unable to be here for appointments they have already scheduled, please notify Linda so that she may advise student visitors accordingly.

15. Pedagogy Share Out –A. Figueroa – Tabled

16. Spring 2019 Division Meetings – see side bar

Meeting adjourned at 3:45 PM

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