

Meeting Minutes

Thursday, Nov. 13, 2014

1:00 p.m. - 3 p.m., GC 210K

Division Chair

Fran Leonard

Division Vice Chair(s)

Full Time Faculty

Linda Alexander
 Kathy Boutry
 Holly Bailey-Hofmann
 Luis Cordova
 Suzanne Floyd
 Fran Leonard
 Nuala Lincke Ivic
 Kimberly Manner
 Clare Norris
 Karen Quitschau
 Nancy Sander
 Rachel Williams

Curriculum Committee Rep

Nuala Lincke-Ivic

Academic Senate Rep

Luis Cordova

Adjunct Rep

Nick Smith

Instructional Assistant

Susan Fong

Meeting Dates | Times | Location
 in GC 210 K, 1:00 pm

Fall 2014:

Aug. 28, Thurs.
 Sept. 15, Mon.
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| Full-Time Faculty | Present | Absent |
|----------------------|---------|--------|
| Linda Alexander | x | |
| Kathy Boutry | x | |
| Holly Bailey-Hofmann | | x |
| Luis Cordova | x | |
| Suzanne Floyd | | x |
| Fran Leonard | x | |
| Nuala Lincke-Ivic | | x |
| Kimberly Manner | | x |
| Clare Norris-Bell | x | |
| Karen Quitschau | x | |
| Nancy Sander | | x |
| Rachel Williams | | x |
| Adjunct Faculty | | |
| E. Liskin | x | |
| N. Smith | x | |
| Guests | | |
| W. Jones | x | |

- I. The meeting was called to order at 1:10 p.m. Confirmation of the Agenda – confirmed.
- II. Introductions, Announcements & Acknowledgements
 - A. Leadership Retreat, Friday, Nov. 21
 - 1. Retreat schedule distributed.

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2. Dr. W. Jones will be a break-out session facilitator at the retreat, along with other FELI (Faculty Experiential Learning Institute) alumni.
3. F. Leonard announced that facilitators and those wishing to attend may RSVP at the WLAC faculty/staff web page in order to be counted for lunch and to pick their breakout sessions.
4. F. Leonard shared that the State Academic Senate and State Chancellor’s Office recognized West for its Leadership Retreat in 2009.
5. Last year, several Language Arts faculty were in attendance at the Retreat (K. Boutry, L. Cordova, N. Smith, E. Liskin, L. Alexander, K. Quitschau, and C. Norris).

B. Use of Conference Room, GC 210K

1. F. Leonard informed the Division members at the meeting that Business Division Adjunct, Mr. Mark Rose, has been using this conference room on occasion as his office and has requested to be able to use this room when it is unoccupied.
2. He has been letting himself in with his faculty key and reported that he only uses the room when it is unoccupied.

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3. F. Leonard stated that G. Ludwig, the Business Division Chair, has suggested to M. Rose that he use the Business Division Adjunct Division Office or the designated adjunct office in the B5 building. However, M. Rose prefers a location that is more convenient to his classes in this building.
4. Faculty members discussed usage policy. K. Boutry pointed out that there is a desk with drawers and a chair right outside of her office that is available. According to K. Boutry, Language Arts adjunct, M. Salerno, has used that space occasionally. Further, Division faculty want to avoid privileging one adjunct faculty member in this way.
5. Division members present agreed by consensus to Continuing to restrict the use of the GC 210K Conference room and keeping the notices currently Currently posted on the doors of this room, indicating that its use is restricted to Language Arts and committee meetings. The room is reserved by signing up on the calendar posted in the kitchen.

III. Minutes Approved

- A. Minutes from the Tuesday, Oct. 21, 2014 Division meeting were approved with the following clarification in section V, A., 1: "This Fall 2014 semester, K. Manner, J.

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B. Blount, and C. Norris-Bell are teaching [English 21] courses with college-level texts and essay assignments instead of focusing on the progression from grammar to sentence writing to paragraph writing.”

IV. Program Review - Submitted

A. F. Leonard stated that the process of Program Review will be assessed and evaluated by a committee to make the process smoother and less onerous in its next cycle.

B. FPIP Applications – Signatures

1. Two completed applications for general English probationary, tenure-track positions were distributed, and faculty signed off on the application. Both Holly and Nancy approve of these applications; however, both were attending conferences and weren't present to sign them.

B. The faculty recommended that applicants need to have experience in developmental (Basic Skills) as well as in college-level courses.

V. Summer and Fall 2015 Galleys, Priority Lists

A. F. Leonard described the difference between priority and seniority Lists.

1. A priority list is used to staff winter and summer sessions and is derived from the formula in the faculty contract with faculty who taught a previous intersession or summer session rotating to the

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bottom of the priority list.

2. Each person on the list is given a ranking based on the number of times teaching these sessions.
3. After the list is used for staffing, other faculty are then offered unstaffed classes. There are still a few openings for the winter session and the spring semester. What causes delays in staffing are faculty who do not get back to the chair after being offered a class or classes.
4. Instructors who are listed as teaching in Winter 2015 and are not doing so (K. Boutry and C. Norris-Bell) request that the classes listing their names be changed to "staff." F. Leonard said that a request to change these names to "staff" will need to go to Karen Burznski, Academic Scheduling Specialist; however, Academic Affairs has indicated they prefer faculty names to serve as placeholders rather than indicating "staff."

VI. Student Success, C. Norris**A. English 21**

1. C. Norris stated that N. Lincke-Ivic has sent out email to invite faculty and adjuncts to meet to dialog about questions and practices in teaching English 21. The invitation included a poll to find a suitable meeting time and day.

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2. L. Alexander suggested that an option to facilitate the dialog is to open another Etudes shell.
3. L. Cordova stated that dialog is Stage 2 of the SLO process and needs to be documented as an assessment tool.
4. C. Norris-Bell requested that L. Cordova respond to N. Lincke-Ivić's email to ask her to document the dialog.
5. K. Boutry requested that the Division give 45 minutes to dialog about two class levels at the next Division meeting. We should invite adjuncts to this meeting.
6. The next meeting is scheduled for Monday, Dec. 8, at 2:30 p.m. instead of 1 p.m. to help more instructors to attend.

VII. FTLA (Faculty Teaching and Learning Academy)

- A. L. Alexander mentioned the benefits of attending the FTLA: meeting faculty across the District, learning about teaching innovations in the classroom, and doing a research project after a series of meetings.
- B. Dr. W. Jones announced a reminder that syllabi are due and exclusion rosters need to be submitted as soon as possible. He also wants to attend the Dec. 8 Language Arts Division meeting.

VIII. AtD Coach Visit – C. Norris-Bell

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- A. C. Norris-Bell announced that there will be a new set of Achieving the Dream coaches coming to West to help support efforts in improving student success and equity.
- B. L. Cordova wanted to know what the impact of tutoring has had on student success over the last four years.
 - 1. C. Norris-Bell stated that the answer is not clear because when students are logging in for tutorial help, there is no identification made for which class or classes they are requesting help. There is research to show students in tutoring have done better, but the results do not specify the results by discipline.
 - 2. C. Norris-Bell said that research indicates that WLAC has made gains in student persistence.
 - 3. In the Writing Lab, S. Fong does research to find additional information on students using the campus and online Writing Lab. Records are kept of which classes these students are coming from for tutoring.

IX. SLO Assessments – L. Cordova

A. Completion Rates

- 1. College-Wide Completion: 51% Fall 2013 and 38% Spring 2014.
- 2. Only English 219 remains to be assessed to complete Phase 1. The faculty member teaching this course will be contacted to complete this.

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3. Every section of a class level needs to be assessed by each instructor who teaches it.

B. Next Steps

1. Assessments for English 21 classes will need to be completed in Fall 2014.

2. English 28 classes are now in the dialog phrase. Page 2 of the assessment tool needs to be completed to create an action plan.

3. L. Cordova stated that faculty can go to the SLO home page on the WLAC webpage for Committees.

4. SLO Phases

a. Phase 1 – Send SLO assessment and documentation with the assessment tool to Rachel Okawa with a copy sent to L. Cordova. He advised faculty to consider the courses taught last and this semester and check the SLO calendar to make sure the SLO work will be available to other faculty.

b. Phase 2 – Dialog about the assessment to create an action plan, based on evaluation of the assessment results.

c. Phase 3 – Implement changes included in the dialog and re-assess.

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5. The course SLOs need to be in class syllabus exactly as written and needs to be assessed by the end of the semester. The deadline is when grades are due.
6. Go to the first link under "Forms and Reports" to find and fill out the course SLO assessment tool.
7. The SLO Calendar indicates when to assess, dialog, and re-assess. Documentation may include analysis, personal reflections, and recommendations for future instructors' reference.
8. L. Alexander acknowledged N. Smith for visiting the Communication Studies Etudes shell to read the material and to ask questions.
9. L. Cordova stated that the SLO process is an AFT contractual requirement and is as important as completing and submitting grades in addition to being important to student success.

- X. Resource Development Committee – K. Boutry
 - A. K. Boutry reported that having 221 international students enrolled added \$525,000 to the General Fund at WLAC.
 - B. She also stated that having 17 out-of-state students added \$226,000.
 - C. She said that the leaders in her classrooms this semester have been from the group of international students.
- XI. Future Agenda Items – Monday, Dec. 8, 2014, 2:30 p.m.

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- A. Set aside 35 to 45 minutes to dialog about English 21 classes.
- B. Hansel Tsai will be at the meeting to answer human resources related questions. rough draft submitted by S. Fong, 11/24/14

DRAFT

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