

Meeting Minutes

Monday, Dec. 8, 2014

1:30 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.
 Oct. 21, Tues.
 Nov. 13, Thurs.
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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-Ivić	x	
Kimberly Manner	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Nancy Sander	x	
Rachel Williams	x	
Adjunct Faculty		
E. Liskin	x	
Guests		
H. Tsai	x	

I. The meeting was called to order at 1:40 p.m. Confirmation of the Agenda – confirmed.

II. Introductions, Announcements & Acknowledgements

A. Holiday Cocktail Reception

1. F. Leonard stated the time, date, and need to RSVP.
2. N. Sander and H. Bailey-Hoffman plan to attend.

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- Seek facts and data to inform discussions and decisions.

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3. H. Bailey-Hoffman announced that she was sponsoring an adjunct to go to this event and encouraged others to consider doing the same.

B. Opening for New Academic Senate Representative

1. L. Alexander announced that can no serve as a Senate Representative.
2. An email will be sent out to announce the opening and to seek candidates for the position.

C. Poster Showcase Coordinator Needed

1. H. Bailey-Hoffman announced that there is still an opening for a Poster Showcase Coordinator.
2. The next Showcase will be held on May 14.
3. There is grant money available for this position.

D. District Discipline Day

1. C. Norris-Bell announced that there will be a presentation on acceleration at the Feb. 27 District Discipline Day, at LACC.

E. One-Book FIG

1. N. Sander announced that there is a search for titles for a Fall 2015 pilot linking a book to RA.
2. She invited faculty from all disciplines to sign-up in Etudes for the 2 p.m., Feb. 12, HLRC second floor conference room FIG.
3. She reported that *Native Son* was selected at the ESL Discipline meeting last Friday.

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III. Minutes Approved**A. Minutes from the Thursday, Nov. 13, 2014 Division**

meeting were approved with a request for clarification in section V, A, 4: "C. Norris-Bell requested that L. Cordova respond to N. Lincke-Ivic's email to ask her to document the dialog."

B. Clarification: The email mentioned refers to VI, A, 1: N.

Lincke-Ivic's email invitation for faculty and adjuncts to meet to dialog about Eng. 21 questions and practices.

IV. HR Questions, H. Tsai**A. H. Tsai, from the campus Personnel Office, was invited to answer faculty questions.**

1. H. Tsai distributed handouts showing commonly used documents for reporting absences

B. The Absence Request Form

1. Unchanged since 2005

2. Jury Duty

a. Please attach the certificate from the Court

b. Covered up to ten days

c. A substitute teacher can be requested only if an instructor will be absent for more than one day in a week.

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C. PAL – Personal Absence Leave

1. One day off per academic year
2. No rollover if unused
3. Not counted against available illness leave
4. Request approval from supervisor in advance (the Division Chair)

D. Absence Reporting

1. Forms can be found at the Faculty/Staff page for forms on the WLAC web site
2. Total hours of hours absent is an option.
 - a. H. Tsai discussed how to use a chart to determine this number based on how many hours were missed based on hours of teaching.

3. Casual Absences

- a. These are absences caused by campus emergencies that shut down the campus, such as power outages.

E. Updated Quota Statement Viewing

1. This information is listed on the pay stub but can also be viewed online if faculty log on to the Portal.
2. W-2 forms will be available online on January 20.

V. FPIP List

A. F. Leonard distributed a priority list and announced that there will be 15-17 new hires over the next year.

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1. She requests that faculty consider joining selection committees meeting in the summer.
- VI. SLO Assessment – Fall 2014
- A. Sanction Memos
1. F. Leonard reported that L. Cordova was out sick. She requests that anyone who received a sanction memo in error to inform Rachele Okawa or L. Cordova.
- B. Phase 2
1. Each phase is due when final grades are due.
 2. The Fall 2014 semester deadline will be Jan. 5.
 3. Faculty may contact Mary-Jo Apigo or L. Cordova to request clarity on submission and approval process for new SLO's.
 4. F. Leonard announced a reminder about upcoming SLO workshops for weekend. Those who cannot attend may contact L. Cordova to set up additional workshops.
 - a. K. Quitschau and N. Lincke-Ivic stated that they will be going to the SLO workshop this Friday.
 5. F. Leonard mentioned that S. Floyd has agreed to set up an SLO information discussion area within the Etudes site for the Division. It is recommended to have two SLOs instead of one for each class level.

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6. N. Lincke-Ivić requests S. Floyd's input on Phase 2 and SLOs for Eng. 28 this semester.

VII. Student Success, C. Norris

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.

VIII. Committee & Conference Reports

A. Distance Education

1. L. Alexander distributed a handout and announced that District policy is coming on the fate of old email, the downloading of student records and identification numbers, as well as social media guidelines
2. F. Leonard requested that L. Alexander provide an Internet link to the District policies and to E. Ichon's draft of upcoming policies.

3. California Literature – Archived Course

- a. N. Lincke-Ivić stated that Ariana asked if A and B should be updated for Eng. 275, California Literature.
- b. N. Lincke-Ivić reported telling Ariana to do the updates to prevent the course from being archived and to use the course as part of a global studies program.

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c. F. Leonard stated objection to this decision. She reported that the Division had already voted on archiving this class because it was not considered for the Literature Rotation.

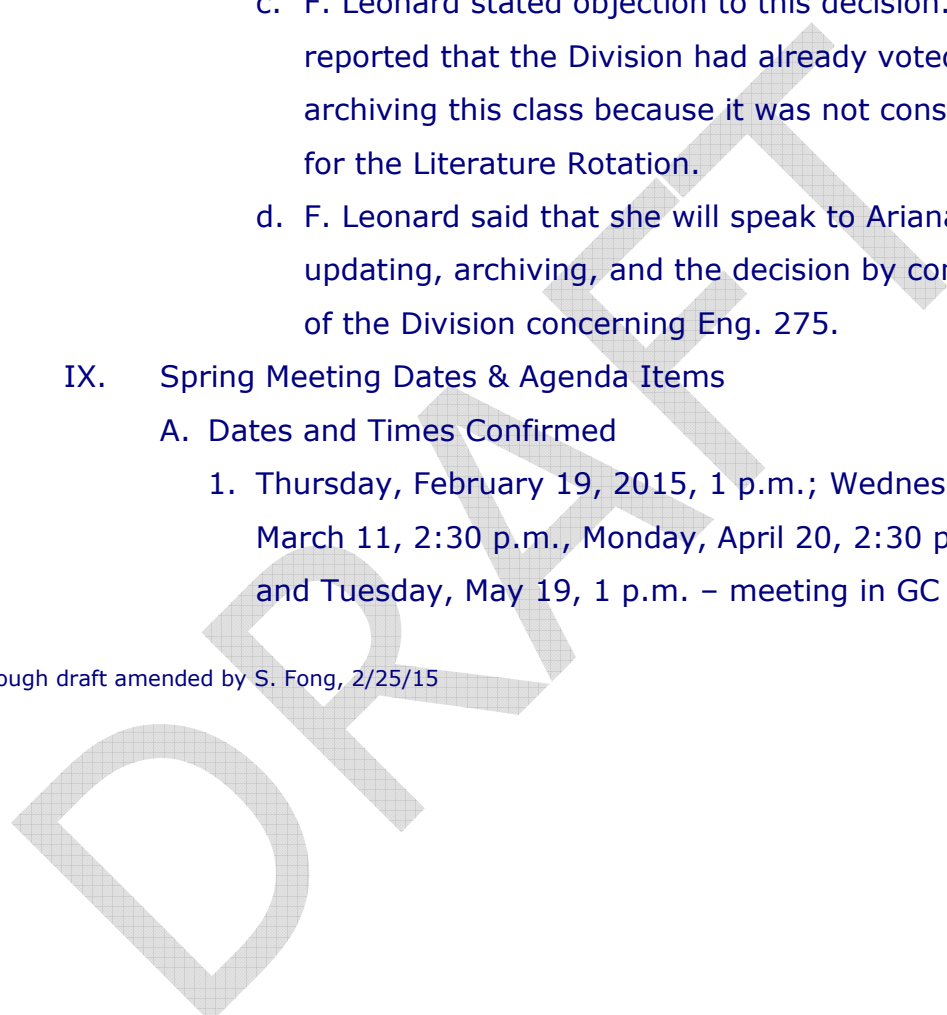
d. F. Leonard said that she will speak to Ariana about updating, archiving, and the decision by consensus of the Division concerning Eng. 275.

IX. Spring Meeting Dates & Agenda Items

A. Dates and Times Confirmed

1. Thursday, February 19, 2015, 1 p.m.; Wednesday, March 11, 2:30 p.m., Monday, April 20, 2:30 p.m.; and Tuesday, May 19, 1 p.m. – meeting in GC 210K.

Rough draft amended by S. Fong, 2/25/15



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