

Meeting Minutes

Wednesday, May 20, 2015

3:35 p.m. – 4:35 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
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Mar. 11, Wed., 2:30 p.m.
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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
J. Culton	x	
N. Jacinto	x	
M. Michels	x	
Adjunct Faculty		
N. Smith	x	
Guests		
A. Taylor	x	

- I. The meeting was called to order at 3:40 p.m. Confirmation of the Agenda – confirmed.
- II. Introductions, Announcements & Acknowledgements
 - A. C. Norris-Bell announced that there will be an end-of-the semester Happy Hour for faculty, administrators, and staff on Thursday, June 4 from 4:30 p.m. until 7 p.m. The

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location will be announced and a reminder sent out in an upcoming email.

- B. N. Jacinto announced her upcoming retirement this June.
 - 1. F. Leonard expressed gratitude for N. Jacinto’s making her home available for women’s luncheons.
 - 2. N. Jacinto said that she would continue doing so until someone else volunteers to offer a meeting place for future luncheons.

III. May 4, 2015 Minutes Approved

IV. Division Chair Election in May

- A. F. Leonard announced that there will be an election for Division Chair on May 26, 2015 at 4 p.m. in the Winlock Lounge. She sent out her candidacy announcement by email last week.

B. Vice Chair Position

- 1. Election of a Vice Chair can happen at the beginning of the fall semester.
- 2. A calculation, per the contract, needs to be made to determine the number of Vice Chairs.
- 3. No one has announced candidacy for the position yet.

V. Selection Committee for English

- A. F. Leonard announced that the names of three finalists were forwarded to R. Sprague, Vice President of Academic Affairs.

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B. One candidate has been given an employment offer, and this person has accepted the position. District Human Resources will need to complete the hiring process before the name of the candidate can be announced.

C. The new hire will begin work on July 1, 2015.

VI. Selection Committee for Language Skills in English

A. C. Norris-Bell invites faculty to join this committee and to send questions to help in the selection.

B. C. Norris-Bell reported that K. Manner and she are on this selection committee.

VII. Winter 2015 & Spring 2016 Galleys & Work Block Forms

A. Work Block forms and copies of the galleys are in the break room for faculty review.

B. F. Leonard stated that she will promote the Division request that "staff" be used instead of incorrect names in class schedules.

VIII. Accreditation Self-Evaluation Timeline

A. A. Taylor distributed a handout listing standards of interest to the Division and including a timeline for the comprehensive self-evaluation due next year.

B. The handout also describes what needs to go in the report so that people can volunteer input.

C. A. Taylor will write a draft report of the evaluation during the summer. She asked for volunteers to be proofreaders

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for the report. She announced that there will be a workshop on the topic during Professional Learning Week.

D. A. Taylor acknowledged F. Leonard, L. Cordova, and C. Norris-Bell for their work with on Accreditation.

E. A. Taylor discussed an example created by C. Norris-Bell.

Please send work on a standard, evidence, and claim to the Etudes shell for Accreditation for review.

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IX. Committee & Conference Reports**A. One Book FIG**

1. N. Sander asked faculty to email her to tell her how they plan to use the Rebecca Skloot book, *The Immortal Life of Henrietta Lacks* next semester. So far, she has had two responses.
2. She reported that J. Puterbaugh, English adjunct, has taught with this book for two semesters. He has lots of resources and curriculum to share.
3. She announced that S. Trujillo will set up links to this information and other resources as well as links to places that have done a one-book project.
4. She requested volunteers to lead discussion groups about the selected book. Faculty and staff may reserve a room for up to fifteen people attending on a first-come, first-served basis.
 - a. S. Trujillo will list discussion group topics and information at a site that she will set up.

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b. S. Floyd suggested having online discussions.

B. The Flipped Classroom FIG

1. N. Sander described a new FIG to develop ways to put more class content online to allow for more time in the classroom for discussion and activities.
2. This FIG is also about finding ways to make classes more engaging and to use classroom time more efficiently.

C. Online Faculty Handbook

1. L. Alexander reported that there is work going on to make the online faculty handbook more accessible and reader-friendly to instructors.
2. Suggestions can be sent to A. Taylor.

D. Faculty Legacy Site

1. L. Alexander announced that there is an Etudes shell where people can share teaching experience in any format. Please contact L. Alexander if interested in participating in this project.

X. Update on Acceleration

A. C. Norris-Bell said that RA has been used in accelerated classes, integrating students' experiences in the classroom and in teaching active students.

B. A. Taylor described RA as a scaffold for student-directed learning without lots of interruption from constant correction by an instructor.

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C. N. Lincke-Ivić said that she does not use a template or system. She seeks feedback from her students by asking questions: Here is what you need to learn, so what would you suggest I do? How would you teach this? What would you do differently?

D. F. Leonard requested N. Lincke-Ivić to organize a meeting where faculty can compare notes on what students want and how faculty members are teaching.

XI. SLO Assessment**A. SLO Workshop Videos**

1. L. Cordova announced that he will send out more emails with links and acknowledge N. Smith for his voice work on these videos.
2. To update the SLO calendar, please email either L. Cordova or F. Leonard.
3. L. Cordova commended H. Bailey-Hofmann's eng. 101 email dialogue that discusses faculty experiences and the consequences of teaching practices. A dialogue circle can be mindful, direct, and honest in what happens and what works in the classroom.
4. A. Taylor recommended saving emails for the SLO cycle. L. Cordova suggested using the SLO assessment tool to show models that work.
5. M. Michels acknowledged the value and fun that the workshops add to the SLO process.

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XII. Senate Report

A. C. Norris-Bell reports that K. Manner is looking for feedback on motions about transfer. The motions have been discussed in emails. The consensus of the Division is to support these motions.

The meeting adjourned at 5:00 p.m.

Submitted by S. Fong, 8/22/15

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