

## Meeting Minutes

Monday, May 12, 2014

1:00 p.m.- 3:00 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

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	x	
Karen Quitschau	x	
Nancy Sander	x	
Rachel Williams	x	
<b>Adjunct Faculty</b>		
E. Liskin	x	
H. Long	x	
<b>Guests</b>		
T. Russell	x	
S. DeBord	x	
O. Suarez	x	
K. Watson	x	

## I. Confirmation of the Agenda – confirmed.

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

## Spring 2014:

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**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

## II. Minutes from April 17, 2014

- A. The minutes from the Mar. 17, 2014 Division Meeting have been approved. There have been no further requests or follow-up on prior requests for any changes.
- B. H. Bailey-Hofmann requested that section II D. be changed from "...K. Manner...has volunteered to be" to "K, Manner...was selected to be...."
- C. N. Lincke-Ivić had questions about #11 on page 6 and said that she would talk to K. Manner about them.

## III. Introductions, Announcements &amp; Acknowledgements

- A. A cake was shared to celebrate birthdays in May and upcoming this summer.
- B. The ATD team was on campus, planning to meet today at 2 p.m. O. Suarez and K. Watson greeted the Division and reviewed three priorities.
1. Navigating WLAC – helping students get into the college and into classes through the Semester Kick-Off event and discipline advising.
  2. Professional Development – FELI and RA.
  3. Enhanced Tutoring – The ATD representatives pointed out the need to develop research questions to determine how to increase the numbers of students enrolled in and successfully completing English and math and how to provide effective support for these students.

- Have a vision for our "desired" outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the "parking lot" for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**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

**C. Upcoming Grammar Workshop**

1. K. Quitschau asked instructors present to invite Eng. 21, 28 and ESL students to attend the free grammar workshop that she will host in her classroom on Wednesday, May 28, in MSA-105, from noon until 1:00 p.m. She said that she would also send out an email invitation for this event.

**D. Poster Showcase**

1. C. Norris-Bell acknowledged H. Bailey-Hofmann for her work in organizing and promoting this event. H. Bailey-Hofmann announced that this will be her last year working on this event.

**IV. Spring 2015 and Winter 2015 Schedule Galleys**

- A. F. Leonard asked for confirmation (signed and dated) of the accuracy of the galleys and asked faculty to ensure that the work block forms have matching information.

Copies of the galleys are in the Division Work Room.

- B. The galleys and the work block forms must match to avoid inaccuracies in pay.

**V. Staff Development**

- A. C. Norris-Bell announced that there would be a FELI informational and sign-up meeting in the Winlock Lounge after the next Academic Senate meeting. Graduates of the previous FELI will be sharing their FELI experiences and best practices in their classes. FELI graduate

- Have a vision for our "desired" outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the "parking lot" for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**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

L. Cordova said that the session is an opportunity to document efforts and to create transparency. The next FELI will be from Aug. 18 through 22.

B. C. Norris-Bell requested suggestions for a location large enough for at least thirty guests at the next spring campus Happy Hour.

**VI. CSLO Assessment Calendar**

A. L. Cordova announced that he would be emailing a time line and instructions for completing Phase 1.

1. Phase 1 is a one-page assessment tool where criteria levels are defined and identified as either met or not.

B. He stated that Eng. 94, 28, 103, 206, and 219 were due for assessment two or three weeks after the semester ends. He will be sending out a reminder.

C. He also announced that there would be a SLO symposium this Friday, May 16, from 8:30 a.m. until 1:30 p.m. on the fourth floor of the HLRC. RSVP to attend and enjoy a breakfast and lunch while listening to SLO experts discuss how to organize and develop SLOs that can lead to effective interventions.

D. S. Floyd requested Power Point slides of the presentations available for those who are unable to attend.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**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

## VII. FPIP Applications for Program Review

- A. F. Leonard suggested that the Division apply for one or two additional positions in English and hoped to start the application process before this summer.
- B. Program Review provides data to support an application to hire new instructors.
- C. F. Leonard stated that new adjuncts should be evaluated in the first semester they teach. For example, a new adjunct teaching Eng. 28 was given a “needs to improve.” He is willing to visit other classes to learn and develop as well as to take suggestions.
- D. F. Leonard described how candidates for the positions will need to have taught writing and academic reading as well as provide samples of essay prompts and grading rubrics, and a copy of their CV.
- E. N. Lincke-Ivić said that full-time instructors need to be in the developmental classes instead of being on re-assigned time.
- F. F. Leonard pointed out that there are full-time instructors who teach in developmental classes and also have re-assigned time.
- G. N. Lincke-Ivić wanted to know how many full-time instructors were teaching developmental classes and how many adjuncts were teaching such classes. She stated

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**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

that more full-time instructors need to teach the developmental classes.

Page 6

- H. R. Williams asked if data on the university-level entrance test scores of transfer students could be obtained.
- I. K. Boutry pointed out that WLAC does not have reliable data for the numbers of students who have transferred.
- J. F. Leonard stated that Helen Young in the Transfer Center has said that private university transfer data has been slow in being provided. F. Leonard also said that these questions need to be framed for study by the institutional researchers.
- K. C. Norris-Bell stated that there is a need to look at data to see how adjuncts are doing—comparison rates in successful course completion for students of adjuncts and for students of full-time instructors.
- L. K. Boutry asked what would happen to class choices if there would be less re-assigned time.
- M. R. Williams wanted to know if there was information available on who has re-assigned time.
1. F. Leonard said that such information was available in the work block forms.
  2. As ATD faculty coordinator, C. Norris-Bell said that she got a letter for her new position that showed the re-assigned time.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**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

- N. K. Boutry stated that course completion and transfer can also be priorities used to define student success.
- O. S. Floyd wanted to know if students who complete Eng. 28 successfully after a second attempt could be counted as successful.
- P. R. Williams asked for additional meetings to be held to allow for discussion of specialized topics such as these.
- Q. N. Sander observed that the Division needed institutional researchers to work with faculty to define success. Evidence is needed to support any new definitions of success.

**VIII. Workload Equity**

- A. F. Leonard expressed appreciation for the updates from faculty on work being done in committees.
- B. Workload Equity is the distribution of work among faculty. This includes committee membership and work.
- C. R. Williams expressed a concern about committees she has seen that limit the number of members from any one division.
1. H. Bailey-Hofmann stated there is a list of committees needing more members.
  2. The Curriculum Committee has room for two representatives from any one division to ensure a quorum. One representative can serve as an alternate

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

who could vote as needed.

**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

3. K. Manner said that even if there is limit on the number of voting members from a Division, members who do not vote can still attend.

IX. Literature Rotation

A. Suggestions for the Aug. 27 Semester Kick-Off

1. .K. Quitschau suggested that English faculty could do a half-hour orientation during the Kick-Off.
2. K. Boutry suggested that faculty create advertisement for classes Eng. 101 and above. Important information to include could be reading lists, syllabi, schedules for the literature course rotation, and the sequence of English classes. She volunteered to participate in an English orientation during the Kick-Off.
3. Please send one paragraph descriptions of each literature course offered to K. Manner.
4. K. Boutry requested offering American Literature 1 and 2.
5. R. Williams suggested rotating a featured major author or other cultures in future literature courses.
6. F. Leonard advised working with articulation and counseling to make sure the classes fit the TMZ and CID.

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

**Spring 2014:**

Feb. 19 Wed,  
Mar 17, Mon.  
Apr 17, Thurs.  
May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**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

7. C. Norris-Bell said that African Literature can be offered through the Global Initiative.

8. F. Leonard requested updated reading lists for Eng. 101.

9. F. Leonard pointed out that state funding limits do not allow for creating more specialized classes, so faculty could expand the authors and/or topics offered by expanding the list of assigned readings.

B. Two documents concerning proposed literature rotation were distributed to Division members via email before the Division meeting: Proposed Rotation of English Literature Courses and List of Potential Literature Rotation.

1. F. Leonard asked for comments on these documents from faculty present at the Division meeting.

2. L. Cordova proposed the idea of a teaching rotation for the developmental courses Eng. 21 and 28.

3. The Proposed Literature Rotation was approved as presented by English faculty present at that point in the meeting: K. Manner, S. Floyd, F. Leonard, L. Cordova, and K. Boutry

X. Tutor Training – T. Russell

A. Topics To Be Included in Future Tutor Training

1. Tutor Pedagogy

2. Tutoring Writing

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**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

3. Role of a Tutor
  4. Tutoring Study Skills
  5. Diversity
  6. Self-Regulating Behaviors
  7. Reading Apprenticeship
  8. Habits of Mind
  9. The Nature of Helping (identifying and overcoming barriers to seeking help)
  10. What Tutors Can Help With Based on Class Content
- B. Teachers' Requests**
1. K. Boutry notes that several Eng. 101 and Eng. 103 students have problems with grammar and informal tone. She would like tutors to provide explanations about these problems and to explain how to fix these problems. She suggested having tutors give out appropriate handouts.
  2. N. Sander requested tutors to help students focus on a writing topic to narrow it down into a clear argument. She also suggested that tutors should help students recognize and use a linear style of organization.
  3. K. Quitschau suggested that faculty could make links to handouts that could be shared.
  4. T. Russell stated that he would like to compile such handouts to create a digital library for tutoring.

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

**Spring 2014:**

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our "desired" outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the "parking lot" for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**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

5. N. Lincke-Ivić said that tutors can ask her questions directly when they are helping her students.
6. K. Boutry asked if there would be enough tutors to help the students at the end of the semester.
7. T. Russell stated that other budgets could be tapped to hire more tutors as the service continues to expand over the semesters.
8. L. Cordova asked for improved circulation of tutors among the students, especially when students are lined up waiting for help.
9. E. Liskin mentioned the importance of classes going to orientation of library services and classroom visits to increase awareness and use of tutoring services.
10. T. Russell mentioned that large classes could be split into groups the HLRC to allow more students to attend orientations.
11. T. Russell reported that he is working on obtaining research to determine who did or did not do well with and without tutoring.

Rough draft submitted 5/21/14 by S. Fong

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

**Spring 2014:**

Feb. 19 Wed,  
Mar 17, Mon.  
Apr 17, Thurs.  
May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.