

Meeting Minutes

Monday, May 4, 2015

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

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		
Guests		
A. Taylor		x
P. Banday		x

- I. The meeting was called to order at 1:10 p.m. Confirmation of the Agenda – confirmed.
- II. Introductions, Announcements & Acknowledgements
 - A. Faculty Participation at Commencement
 - 1. F. Leonard encouraged all faculty to march in academic regalia in the upcoming commencement, a joyous event for students and their families.

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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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in GC 210 K, 1:00 pm
Spring 2015:
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Mar. 11, Wed., 2:30 p.m.
Apr. 27, Mon., 1:00 p.m.
May 20, Wed., 2:30 p.m.



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2. H. Bailey-Hofmann announced that there will be an informal Happy Hour held after the ceremony and offered the loan of a set of academic regalia.

B. H. Bailey-Hofmann acknowledged Arnita Porter for overseeing the 2015 Poster Showcase. There is a need for film and poster judges. Flex time can be reported for participation.

III. Minutes Approved With Revisions

A. Minutes from the Wednesday, Mar. 18, 2015 Division meeting were approved with the following revisions and discussion.

1. Revision – Visits to classrooms to see RA in action qualify for flex credit. – Sec. III, B.
2. Revision – As a part of Common Assessment, an algorithm may make it possible for a student to take one test and be referred to an ESL class. – Sec. VI, E.
3. Revision – Correction on spelling of a name: Frank Serna represents the International Study Abroad Office at WLAC. – Sec. VII, A.

IV. Division Chair Election in May

A. F. Leonard announced that there will be an election for Division Chair in mid-May. She stated that she was running for the office again.

B. The contract stipulated that a (designated) Vice Chair can be elected and can get re-assigned time out of the chair's

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allotment. The calculation, per the contract, needs to be made.

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V. Selection Committee for English

- A. F. Leonard announced that there have been 33 applications submitted; K. Manner and F. Leonard checked all for meeting the minimum qualifications, and of the 33, 22 meet the minimum qualifications for the position.
- B. The committee met last week. Of the 125 total applications, 119 applications met minimum qualifications. Eight applicants will be interviewed this Friday, May 08, 2015 in interviews scheduled throughout the day. Out of those eight, one has requested a transfer from Mission College and two are WLAC adjuncts.

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

- A. F. Leonard stated that Work Block Forms and copies of the galleys are in the break room for faculty review. The Work Block Forms are due next week.
- B. Faculty present at the meeting requested that "staff" be used instead of incorrect names in the class schedules.
- C. They also requested coordination between administration and the division to avoid the short timelines for the review of galleys.

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VII. Accreditation

- A. A. Taylor did not attend this meeting. F. Leonard said that a comprehensive self-evaluation is due next year.
- B. F. Leonard reported that A. Taylor will write a draft report of the evaluation during the summer.

VIII. Assessment – P. Bandy did not attend this meeting but will be invited to the next one.

IX. Committee & Conference Reports

- A. H. Bailey-Hofmann asked for volunteers to prepare a motion to make promotion to academic rank automatic for all existing faculty and adjuncts in order to cut down on the current process and paperwork.
- B. K. Boutry volunteered to participate in this request.

X. Class Size Recommendation

- A. The Division has requested the Communications Studies discipline to write a rationale for lowering the enrollment cap for Communication Studies.
- B. The current cap is 49. N. Smith reported caps of 34 at SMC and 32 at Glendale Community College.

XI. Student Success – Instructional Support Work Group

- A. F. Leonard distributed copies of proposed recommendations from this work group.
- B. Faculty present voiced support for restoring Learning Skills into the Library & Education Division and suggested waiting one year before going forth with a viability study.

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XII. Update on Acceleration

- A. F. Leonard announced that Eng. 100, developed by C. Norris-Bell and K. Manner and approved by the Curriculum Committee, will be offered in Spring 2016. The 3-unit class will meet four hours per week and enable students to take Eng. 101 after successful completion of the accelerated course.
- B. K. Manner, C. Norris-Bell, and J. Blount will continue to work with accelerated curriculum.
- C. K. Manner stated that Trade Tech offers eight sections of accelerated courses each semester.
- D. N. Sander described the difference between ESL and developmental English: ESL students work on grammar, sentence structure, and syntax for six hours per week.

XIII. SLO Assessment**A. Instructor Feedback on Student Writing**

1. F. Leonard reported receiving an essay prompt, a range of graded essays, and copies of comments made by one instructor.
2. F. Leonard noted that the comments were mostly on grammar and not on content.
3. One student evaluation had a request for the instructor to comment on content.

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4. N. Smith stated that he had taught English for ten years and had received advice to read essays two times: once for grammar and once for content.
5. F. Leonard said that students can be given more focus on content through peer review sessions and rubrics distributed when assignments are given.
6. K. Boutry requested a collection of helpful comments be developed to help adjuncts use praise and negative comments more effectively.
7. H. Bailey-Hofmann suggested giving students a sample student essay and having them practice writing introductory and concluding paragraphs.
8. R. Williams stated that students can incorporate portions of revised essays in a research paper.
9. N. Sander stated that students can examine samples of student writing to learn about sentence structure.
10. Both N. Sander and H. Bailey-Hofmann assign lower points for the first essay. K. Manner reported that students work very hard on essays no matter the number of points assigned on the essays.

The meeting adjourned at 2:30 p.m.
Rough draft submitted by S. Fong, 5/16/15

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