

**Meeting Minutes**

Monday, Sept. 15, 2014

1:00 p.m.- 2:45 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	x	
Karen Quitschau	x	
Nancy Sander	x	
Rachel Williams		x
<b>Adjunct Faculty</b>		
J. Elam	x	
<b>Guests</b>		
W. Jones	x	

- I. Confirmation of the Agenda – confirmed.
- II. Introductions, Announcements & Acknowledgements
  - A. C. Norris’ birthday was celebrated with cupcakes and Pharell’s “Happy” video.
  - B. Dr. W. Jones, Dean of Academic Affairs, announced the proposal of a poetry festival for Spring 2015. He invites faculty and students to contribute original poetry.

- 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

**Fall 2014:**

Aug. 28, Thurs.  
 Sept. 15, Mon.  
 Oct. 21, Tues.  
 Nov. 13, Thurs.  
 Dec. 8, 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

**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.  
 Dec. 8, Mon.

- C. L. Alexander announced that N. Smith appreciated the sympathy card. She also said that she would be cleaning out the Division Office refrigerator after the meeting.
- D. H. Bailey-Hoffman distributed printouts about a new policy to help instructors to get requests processed in the Admissions office.
- E. F. Leonard announced the upcoming Leadership Retreat, Friday, Nov. 21.
1. Social Justice through Action in Public Education will be a featured topic. She asked that ideas and suggestions for the retreat be sent to her.
  2. K. Manner suggested inviting FELI graduates.
  3. F. Leonard announced that the new Chancellor, Francisco Rodriguez, volunteered to do a videotaped welcome for the Retreat.
  4. The first planning meeting for the event will be Wednesday, Sept. 17, at 1 p.m. in the Winlock.

**III. Minutes Approved**

- A. Minutes from August 28, 2014 Division meeting were approved with the exception of Item V, section C.
- B. Item Correction – N. Lincke-Ivić stated that she would send an email containing the corrected item.

**IV. Program Review**

- A. F. Leonard announced that the deadline will be Oct. 24, but the next Division meeting will be Oct. 21.

- 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

**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.  
Dec. 8, Mon.

1. Division members present agreed to set Tuesday, Oct. 14, as the deadline to submit program review drafts to her via email for distribution to the division for review.
2. Reviews and responses to the drafts must be done by Friday, Oct. 17, to prepare for discussion in the Tuesday, Oct. 21, 2:30 p.m., Division meeting.

B. L. Alexander requested having a meeting so that faculty could look at the Program Review data.

1. F. Leonard said that she would send out an email to arrange for assistance in reviewing data.
2. She has arranged for Rebecca Tillberg to be available to help analyze data on Friday, Oct. 3, from 10:00 a.m. until noon, in GC 210K.

C. K. Manner stated that each draft should have a narrative to support resource requests. All requests can be put in at the end of each draft to centralize the requests.

V. FPIP

A. The request is for two English positions.

B. Parameters need to be discussed.

1. One position could be for a generalist, and one could be for a specialist in – but not limited to - basic skills.
2. Dr. W. Jones suggested identifying parameters, such as basic skills specialist.

- 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.



**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.  
Dec. 8, Mon.

C. Currently, there is no FPIP chair, no leader to hold meetings for the committee. No re-assigned time is available for the position of chair.

VI. SLO Assessments & Data

A. H. Bailey-Hoffman stated that she will post documentation for Eng. 94 in the Etudes shell.

B. ESL SLOs

1. N. Sander stated that the SLO calendar was not accurate.
2. She said that copies of ESL SLOs will be given to R. Okawa even though copies had already been sent and acknowledged via email.

VII. Student Success, C. Norris

A. K. Manner distributed a handout – Instructional Design Principles of the California Acceleration Project.

1. Thinking-oriented curriculum – Students write essays in response to reading complex texts about issues that matter, such as equity.
2. Just-in-time remediation and embedded tutoring – Teachers endeavor to see what skills students already have and then help them to support each other instead of assuming what they do and do not know. Feedback is asset-based instead of deficit-based; grammar errors are not emphasized.

- 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

3. C. Norris stated that the strengths of the students should be acknowledged and encouraged to grow.
4. Teachers look for patterns of weaknesses and strengths. A lot of support is provided.
5. Essay writing is emphasized instead of having students progress from writing sentences to paragraphs to essays.
6. N. Sander said that just-in-time remediation in ESL and teaching discrete skills already happens.
7. N. Lincke-Ivić said that she focuses on structure and content instead of the five-paragraph essay.
8. K. Manner stated that global issues are being addressed: responding to the prompt and incorporating readings in essays.

VIII. Staff Development, K. Manner

A. FELI graduates speak

1. H. Bailey-Hoffman
  - a. She said that she would like the bio-reaction slides in digital form.
  - b. She noted an example where students are dealing with stress, such as losing money for bus fare, while trying to be in class and go in to freeze or fight/flight mode.

- 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

**Fall 2014:**

Aug. 28, Thurs,  
Sept. 15, Mon.  
Oct. 21, Tues.  
Nov. 13, Thurs.  
Dec. 8, 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

**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.  
Dec. 8, Mon.

- c. She appreciated the sharing of stories. This helped her not to take situations too personally to cope better when she heard the perspectives of others.
- 2. N. Lincke-Ivić
  - a. She said that she had a new awareness of the impact of PTSD on students. While trying to stay in school, some students are struggling to pay for housing and feed their kids. Some students take three buses to get to school and know that they will often be late to classes, so they ask teachers not to drop them from classes.
  - b. She appreciated FELI discussing the importance of mercy and understanding.
- 3. Dr. W. Jones
  - a. He appreciated the communication exercises to talk and really listen, focusing on communication in the present.
  - b. He noted that students want to be heard more than to get problems solved.
  - c. He said that some students prefer a quick lie to avoid trouble vs. no filter vs. being accurate and authentic in their communication.

- 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

**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.  
Dec. 8, Mon.

d. He mentioned the work styles inventory that helps in understanding others and that self-awareness affects how faculty relate to students. Awareness of different work styles helps to reduce frustration and aids in letting go of bio-reactions.

IX. Professional Learning – K. Manner

A. Student Success Conference, Friday, Feb. 6, 2015

1. K. Manner requested proposals for this upcoming conference that will be held from 8:30 a.m. until 2:30 p.m. – some proposals could be for one-hour interactive workshops on such topics as FELI, RA, and innovative teaching strategies.
2. Dr. W. Jones stated that he used FELI information for a recent workshop that he has led.
3. K. Manner reported that there will be a brown bag FIG on cultural competence on Friday, Oct. 17, at noon.
  - a. She asked that participants suggest articles to read about cultural competence and present proposals for studies in classes.
4. N. Lincke-Ivić announced that the next edition of the literary magazine, *West Magazine*, will be posted online in early October and will feature the topic of racial profiling. She requested faculty to send any articles and statistics that they would like published.

- 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.





**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

## X. Books – to teach! – Recommendations from faculty

## A. K. Manner

1. *Learning the Hard Way: Masculinity, Place, and the Gender Gap in Education* – Edward Morris
2. *Multiplication is for White People* – Lisa Delpit
3. *Mindset* – Carol Dweck

## B. H. Bailey-Hoffman

1. *The Life You Can Save* – Peter Singer
2. *Are Prisons Obsolete?* – Angela Davis
3. *Animal Farm* – George Orwell
4. *Oedipus Rex* – Sophocles

## C. K. Quitschau

1. *Night* – Elie Weisel

## D. W. Jones

1. *The Buddha in the Attic* – Jane Otsuka

## E. N. Sander

1. Excerpts about Caesar Chavez

## F. N. Lincke-Ivić

1. "Broke Back Mountain" – Annie Proulx's short story, posted online at *The New Yorker*
2. *West Magazine* – online peer writings
3. online articles, such as those by Henry Louis Gates, Jr.

**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.  
 Dec. 8, 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

G. J. Elam

- 1. *Norton Short Reader*

H. F. Leonard

- 1. *From Every End of the Earth* – Steven V. Roberts

I. C. Norris

- 1. *The New Jim Crow* – Michelle Alexander

Rough draft submitted 10/18/14/14 by S. 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.  
Dec. 8, 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.