

## Meeting Minutes

Wednesday, Mar. 18, 2015

2:30 p.m. – 4:30 p.m., GC 210K

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		
Susan Trujillo	x	
Walter Jones	x	
Gary Rhodes	x	
Frank Serna	x	

I. The meeting was called to order at 2:35 p.m. Confirmation of the Agenda – confirmed.

II. One-Book FIG

A. Librarian, S. Trujillo, announced that the book selected for the One-Book initiative was Rebecca Skloot's *The Immortal Life of Henrietta Lacks*.

- 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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.

Mar. 11, Wed., 2:30 p.m.

Apr. 27, Mon., 1:00 p.m.

May 20, Wed., 2:30 p.m.



**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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
Mar. 11, Wed., 2:30 p.m.  
Apr. 27, Mon., 1:00 p.m.  
May 20, Wed., 2:30 p.m

- B. S. Trujillo distributed fliers for instructors to tell students to come to free research methods and citation workshops offered by the WLAC library in HLRC 218 during April.
- III. Introductions, Announcements & Acknowledgements
  - A. C. Norris-Bell acknowledged H. Bailey-Hoffman and F. Leonard for their support in handling a difficult classroom situation.
  - B. N. Sander announced that Matt Robinson, faculty in math, visited K. Manner’s class to see how K. Manner used Reading Apprenticeship in her class. N. Sander stated that there were seven faculty members who could be visited in order to see RA in action. She asked those interested arranging a visit to contact her. These visits qualify for flex credit.
  - C. F. Leonard acknowledged the new B. A. program in Dental Hygiene at WLAC.
  - D. Events for English Majors
    - 1. K. Boutry announced that she would like to have faculty feedback on a draft she wants to create to invite English Majors to a social event.
    - 2. She asked if anyone has an interest in helping her to organize such an event to be held at the end of May.

- 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**

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
 Mar. 11, Wed., 2:30 p.m.  
 Apr. 27, Mon., 1:00 p.m.  
 May 20, Wed., 2:30 p.m.

**IV. Minutes Approved**

A. Minutes from the Wednesday, Feb. 25, 2015 Division meeting were approved with the following revisions and discussion.

## 1. Revision - Applications for the Acceleration Project

Training are due at the end of March.

## 2. Discussion - Black History Month Report

a. R. Williams stated that she had not asked to be put on the agenda to give a report at the Feb. 25, 2015 Division Meeting.

b. C. Norris-Bell acknowledged that statement and responded by stating that she had requested that a report on activities for Black History Month be placed on the meeting agenda.

c. R. Williams said that the Hispanic Heritage Month Committee may be involved in a conflict of interest by also being on the President's Diversity Council.

d. H. Bailey-Hoffman stated that the Cultural Heritage Committee has been created to cover various cultural groups.

e. In an email sent after the March 20, 2015 meeting ended to R. Williams and copied to Language Arts Division members, H. Bailey-Hoffman: "Rachel: I double-checked with Clarissa Castellanos and she confirmed that the Hispanic Heritage committee is

- 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.

separate from the Diversity Council. Because they are the same people, I assumed it was one committee. I stand corrected. – Holly.”

**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

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. Friday, April 17 is the closing date for applications, and a timeline of meetings and interviews has been established.

VI. ESL Students in English 20A, 21, and 28

- A. N. Sander reported being in discussion with C. Norris-Bell and K. Manner about how to revise the assessment process so that students are informed about the benefits of ESL classes.
  - 1. She described how a student with verbal fluency in English told her about being directed to take the English assessment when she had wanted to take the ESL assessment. This student reported going to English 28, dropping out, and later enrolling in ESL 6A.
- B. N. Sander requested more dialog with the Division on this issue to find ways to work with Counseling and Assessment before students get enrolled and set their class schedules.

- 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 2015:**  
Feb. 25, Wed., 1:30 p.m.  
Mar. 11, Wed., 2:30 p.m.  
Apr. 27, Mon., 1:00 p.m.  
May 20, Wed., 2:30 p.m



**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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
Mar. 11, Wed., 2:30 p.m.  
Apr. 27, Mon., 1:00 p.m.  
May 20, Wed., 2:30 p.m.

- C. She also announced that ELAC will soon pilot six-unit classes in developmental English to parallel ESL classes.
- D. She hopes to have two more sections of ESL 6A offered.
- E. 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.
- F. She hopes that there can then be conversations between ESL, English, and Counseling in the best interest of students to give them information so that they can make informed choices.

**VII. Study Abroad – Frank Serna and Gary Rhodes**

- A. The International Study Abroad Office Opens
  - 1. F. Serna and G. Rhodes came to announce that the office, located in A9, will officially open week after next.
  - 2. This program will give students international experience and increase success for students on campus.
  - 3. Instructors are invited to participate in creating the programs for WLAC. Internships, volunteer programs, January sessions, summer sessions, and short-term sessions during the semesters can be customized and include cost reductions to fit the academic and financial needs of the 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.

**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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
Mar. 11, Wed., 2:30 p.m.  
Apr. 27, Mon., 1:00 p.m.  
May 20, Wed., 2:30 p.m

4. Hybrid classes are an option – orientation and preparation in a class followed by four to ten days studying abroad after the class is completed.

VIII. Class Size and Student Success, C. Norris-Bell

A. C. Norris-Bell led a discussion on proposing class size reduction for WLAC English classes.

1. K. Manner pointed out that by contract, the average should be 34 students.
2. There are other community colleges (City, Pierce, Pasadena) that have class limits of 34 although Trade Tech had limits up to 41.
3. K. Manner stated that cohort data can be tracked through the sequence of English classes, but class size is not necessarily casual proof of student success.
4. C. Norris-Bell requests a dialog to develop suggestions on how to reduce class sizes in WLAC English classes.
5. R. Williams stated that transfer rate data should be considered and that CSU’s track high school rates of transfer, failure and remedial needs.
  - a. Division members present at the meeting requested R. Williams to follow up on the information she presented to help the Division support its proposal to reduce class size.

- 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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
 Mar. 11, Wed., 2:30 p.m.  
 Apr. 27, Mon., 1:00 p.m.  
 May 20, Wed., 2:30 p.m.

**B. Proposal to Reduce Class Size**

1. In reference to a discussion about student success, the Language Arts Division recommends a class size limit of 34 students in English and ESL classes for Spring 2016 to study the impact of class size on retention, completion, and persistence.
2. This proposal is to be sent to Vice President B. Sprague and Dean Dr. W. Jones.

**C. Instructional Support**

1. C. Noris-Bell invited faculty to come to the Thursday, March 19 work group meeting between 3 p.m. and 4:30 p.m.
2. Another meeting will be scheduled between 3 p.m. and 4:30 p.m. on Thursday, April 2.

**IX. Integrating Reading Apprenticeship into Classes****A. N. Sander invited faculty to attend and participate in the Reading Apprenticeship FIG.**

1. Upcoming meetings will be April 13, 12:45 p.m. -2 p.m.; April 30, 3 p.m. – 4 p.m., and May 28, 12:45 p.m. – 2 p.m. All meetings will be held in GC 210K.

**X. SLO Assessment****A. Updates**

1. F. Leonard reported that, at this time, two SLOs are required per course and must be on the calendar.

- 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

**Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
 Mar. 11, Wed., 2:30 p.m.  
 Apr. 27, Mon., 1:00 p.m.  
 May 20, Wed., 2:30 p.m.

2. Additional SLOs must be added to the SLO calendar; faculty may propose changes to the calendar.

3. C. Norris-Bell suggested that faculty may request examples posted in the SLO Etudes shell.

**XI. COR Updates**

A. The COR Update for English 28 is not yet approved.

1. The Division members requested F. Leonard to ask N. Lincke-Ivić to send the Eng. 28 COR update to the Division for review.

2. F. Leonard stated that her email to N. Lincke-Ivić will request that the COR update be emailed to all full-time English faculty by Thursday, March 19.

**XII. Acceleration – English**

A. K. Manner announced that a team of three to four faculty are needed for the CAP Institutes.

*1. The Division members unanimously nominated L. Cordova and N. Lincke-Ivić.*

B. Access to college-level courses & Equity

1. English faculty proposed that Assessment cut scores be adjusted to allow more students to be placed into English 101.

a. These scores will be adjusted until 80% of the students are placed in English 101.

b. A meeting is needed with P. Banday to determine the new cut scores.

- 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  
Spring 2015:**

Feb. 25, Wed., 1:30 p.m.  
 Mar. 11, Wed., 2:30 p.m.  
 Apr. 27, Mon., 1:00 p.m.  
 May 20, Wed., 2:30 p.m.

- c. These students will need access to academic support.
2. K. Manner presented the outline for English 100, equivalent to the accelerated English 21.
  - a. This class is three units with one lab hour and meets twice a week in a two-hour block.
  - b. The lab hour will be used for small group discussion, in-class writing practice, and reading discussions.
  - c. The outline shows that this class is not a combined class of English 21 and 28.
  - d. The exit skills are for English 101.
  - e. The Division members present voted to accept the English 100 outline for the accelerated class.

**XIII. Future Agenda Items****A. Assessment Dialog Topics**

1. Adjusting cut-scores; updating Assessment Advisories; directing students to ESL or English Assessments; communication between the English and ESL disciplines, Counseling, and Assessment.
2. Inviting P. Banday to give Assessment information and to discuss possible changes

The meeting adjourned at 4:45 p.m.

Rough draft amended by S. Fong, 3/23/15

- 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.

