

LANGUAGE ARTS

Language Arts Division Meeting – Thursday, August 24, 2017 GC 250

Division Chair
Fran Leonard

Division vice Chair
Kim Manner

Division Secretary
Linda Rodriguez

Full Time Faculty
Linda Alexander
Kathy Boutry
Holly Bailey-Hofmann
Luis Cordova
Anthony Cuomo
Ana Figueroa
Suzanne Floyd
Fran Leonard
Nuala Lincke-Ivic
Kimberly Manner
Rick Mayock
Margot Michels
Clare Norris-Bell
Karen Quitschau
Sandra Ruiz
Stella Setka
Leslie Tejada
Tim Welch

**Curriculum Committee
Reps**
Sandra Ruiz
Stella Serka

Academic Senate Rep
Nuala Lincke - Ivic
Adjunct Rep
(Vacant)

Instructional Assistant
Susan Fong

Meeting
Dates | Times | Location
In GC 210 K

Unless otherwise noted:

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**August 24, Thurs. Flex Day
after lunch**

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Full-Time Faculty	Present	Absent
Linda Alexander	x	
Kathy Boutry	x	
Holly Bailey-Hoffman	x	
Luis Cordova	x	
Anthony Cuomo	x	
Ana Figueroa	x	
Suzanne Floyd	x	
Fran Leonard	x	
Nuala Lincke-Ivic	x	
Kimberly Manner	Currently reassigned	
Rick Mayock		x
Margot Michels	x	
Clare Norris-Bell	x	
Karen Quitschau	x	
Sandra Ruiz	x	
Stella Setka		x
Leslie Tejada	x	
Tim Welch	x	
Adjunct Faculty		
Jeremiah Allen	x	
Denise Dumars	x	
Albert Johns	x	
Ali Parsa	x	
Linda Watts	x	
Ernest Young	X	
Tiffany Young	X	
Secretary		
Linda Rodriguez	x	
Guests		
Walter Jones	x	

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- a. Welcome remarks by Division Chair F. Leonard.

2. Introductions, Acknowledgements, Announcements

- a. Introduction of new and continuing Language Arts Division faculty and adjuncts.
- b. L. Cordova acknowledged and congratulated H. Bailey-Hoffman for her election as President of the Academic Senate. In addition, there will be no assessments until fall of 2018.
- c. C. Norris-Bell acknowledged A. Figueroa for her willingness to assist the new Spanish adjuncts get prepared for the fall semester.
- d. L. Tejada acknowledged C. Norris-Bell for her work in Acceleration and collaborating in Acceleration training.
- e. A. Figueroa acknowledged S. Ruiz for her collaboration in developing new programming for the Spanish students.
- f. L. Rodriguez acknowledged J. Allen for the individualized attention he gives his students during his office hours.
- g. A. Cuomo thanked the selection committee for hiring him and acknowledged the staff for giving him such a warm welcome to West.
- h. F. Leonard offered congratulations to K. Manner who is now serving as an Interim Dean in Academic Affairs. In addition, F. Leonard also offered congratulations to H. Gutierrez on his recent marriage.
- i. TracDat training will be coming up. A video library will be available to assist with training.
- j. Etudes will be transitioning to Canvas in spring 2018. Contact Multi-Media Specialist Cyrus Helf for information and assistance.

3. Minutes of May 15, 2017 meeting

- a. Minutes approved without changes.

4. Language Arts Division Goals 2017-18

- a. C. Norris-Bell -Focus should be on course and sequence completion, as set goals decidedly increase completion rates.
- b. L. Cordova – Focus on dialogue for all courses.
- c. K. Boutry – PeopleSoft access that allows instructors to see student majors.
- d. N. Lincke-Ivic – Using a web page to recruit students to the English sequence.
- e. T. Welch – Increase and promote use of available campus resources.

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- f. A. Johns – Suggests English for native Arab speakers.

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5. Language Arts Division Vice-Chair Election – C. Norris-Bell

- a. K. Manner is now the Interim Dean of Student Services; as she is no longer serving in her capacity as Vice-Chair of Language Arts, we must elect a new Vice-Chair. The position carries a .2 reassign time for 1 year. The list of responsibilities has been sent to the faculty via email. Faculty interested in seeking nomination please speak to F. Leonard.
- b. L. Tejada- is interested in the position - C. Norris-Bell declines her nomination.
- c. Vice-Chair election will take place at the next Division meeting.

6. Staffing Commitments – L. Rodriguez

- a. Last minute decisions to refuse or change previously agreed upon staffing commitments resulted in an inordinate amount of unstaffed classes and last minute hiring. We request faculty members to be thoughtful in their decisions when requesting and accepting classes, and in consideration of both students and staff members, to follow through with their commitments.
- b. Special thanks to M. Hernandez from DSPS for filling a faculty vacancy in ASL during the summer session.

7. Acceleration

- a. N. Lincke-Ivic voiced an exception to a decision made at the English Discipline meeting of May 15, 2017 to phase out English 21 & 28 beginning fall 2018. Professor Lincke-Ivic felt that there should have been more faculty present at the time of the vote. F. Leonard responded that the agenda including this item was provided to the English faculty ahead of the last session, and that all faculty members had the opportunity to attend and voice their opinions if they had chosen to participate.
- b. S. Floyd agreed with Professor Lincke-Ivic voicing her own concerns. The item was tabled at the request of T. Welch, pending discussion at the English Discipline meeting immediately following the adjournment of this Division meeting.

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- i. T. Welch requires a change to his committee as K. Manner is no longer able to serve as his Evaluatee Designee.
- ii. A new committee is being formed for A. Cuomo our new Communication instructor. Mr. Cuomo must select an Evaluatee Designee. The designee must be tenured.
- iii. Other Evaluations -We need help with evaluation committees. Participants will receive compensation. Please see F. Leonard if you are interested in participating.
- iv. Evaluation training will be scheduled - Evaluations must be completed on a form, which is included in the Faculty Contract. Scan and save a copy for your records. Evaluations must first be submitted to F. Leonard

b. Student Evaluations -

- i. Student evaluations are available for faculty review once final grades have been submitted.

c. Evaluation Schedule

- i. Tenured faculty are scheduled for evaluation every three years.
- ii. Tenure track faculty are scheduled yearly for a period of four years.
- iii. Adjunct evaluations must be completed for new hires in their first and second semesters.

9. Student Success – C. Norris-Bell

- a. Learning Center, Instructional Support -report to Allison Tom-Miura.
- b. Questions concerning the Writing Lab may be directed to C. Norris-Bell or Allison Tom-Miura

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- c. PL – Professional Learning Methodologies will be accepting applications. FIGS will be organized. Five persons per methodology.
- d. L. Alexander - Open Educational Resources (OER) – The OER consortium is organizing so that students will not have to buy texts in order to complete their classes.
- e. C. Norris-Bell – Guided Pathways are set up to help students complete their program. Coaches are W. Jones and C. Norris-Bell.

10. Writing Lab – S. Fong

- a. Writing lab handouts were passed out. Faculty members are requested to schedule class presentations so that their students may receive information about Writing Lab services.
- b. There is an online shelf for tutors.

11. 2017-2018 Division Meetings

- a. Members voted and agreed that monthly meetings will be scheduled at 2:30 pm alternating between Monday and Wednesday afternoons.

Meeting adjourned at 2:30 pm followed by Birthday cake for summer birthdays,

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A meeting convened at 2:45 PM for members of the English Department faculty. Members present were J. Allen, K. Boutry, D. Dumars, H. Bailey-Hoffman, L. Cordova, S. Floyd, F. Leonard, N. Lincke-Ivic, C. Norris-Bell, L. Watts, T. Welch, and T. Young.

1. Basis Skills Pre- Requisite Challenges

- a. N. Lincke-Ivic requested volunteers to read essays for students wishing to file Pre and Co Requisite Challenges. Faculty members suggested we provide a stipend to pay student essay readers.
- b. T. Welch – Suggests an essay prompt and rubric be used to provide standardization of the procedure.
- c. L. Tejada – Indicated that challenges are to be completed on the first or second day of classes. She raised the question as to when students are currently submitting challenges.
- d. C. Norris-Bell – Indicates A. Tom-Miura has Pre Requisite models available. Raises the suggestion that Language Arts have a class specifically for “Challenge” students.
- e. F. Leonard – Indicates we have set up a committee to review and initiate a standardization process. Members include T. Welch, C. Norris-Bell, and A. Tom-Miura.

2. FPIP Application for English

- a. Language Arts will be hiring a Probationary Tenure Track English Instructor. She requested other English faculty members to work with her on the application.

3. Co-Requisite Group – T. Welch

- a. The group is looking at new models for English 101 and considering ways to provide extra support for struggling students.
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- b. Pre-college level English is being eliminated. The goals is to move English 21 students in to English 100 and English 28 students in to English 101, with the possibility of a Co-Requisite to offer additional student support.
- c. Questions raised were:
 - i. What happens to the lowest level English 28 student?
 - ii. What do we need to look at to make this decision?
- d. T. Welch – Can we do more professional development?
- e. N. Lincke-Ivic – We need teacher training to address English 100 online.
- f. Are English 21 and 28 COR's up for revision?
 - i. When SLO'S are revised do course descriptions change?
 - ii. L. Cordova – There is no addendum for English 21. Once SLO's are revised, copies will be distributed to everyone for consideration. We will pursue this discussion later.

Meeting adjourned at 3:30 pm.

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