

Meeting Minutes

Feb. 26, 2013

GC 210K, 3:30 P.M. – 5:15 P.M.

Division Chair

Fran Leonard

Division Vice Chair(s)

Full Time Faculty

Linda Alexander
 Kathy Boutry
 Holly Bailey-Hofmann
 Luis Cordova
 Suzanne Floyd
 Bernard Goldberg
 Fran Leonard
 Nuala Lincke Ivic
 Clare Norris
 Karen Quitschau
 Nancy Sander
 Rachel Williams

Curriculum Committee Rep

Nuala Lincke-Ivic

Academic Senate Rep

Holly Bailey-Hofmann

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
Bernard Goldberg		X
Fran Leonard	x	
Nuala Lincke-Ivić	x	
Clare Norris	X	
Karen Quitschau	X	
Nancy Sander	x	
Rachel Williams		x
Adjunct Faculty		
Janelle Blount	X	
Invited Guests		
Judith-Anne Friedman	x	
Sue De Bord	x	

1. *Welcome and Call to Order*
2. 2/6/2013 Division Meeting Minutes Approved
3. SLO – Status
 - a. Classes needing assessment: N. Lincke-Ivić – Eng. 209 and 270, K. Boutry – Eng. 101

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

Fall 2012: Sep 19, Oct 17, Nov 21

Spring 2013: Feb 20, Mar 20, Apr 17, May 15



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- Place new items in the “parking lot” for a future meeting agenda.

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b. Rubrics and assessments are needed for N. Sander - ESL 5A, 6A, and 6B.

4. *Acknowledgements*

- a. C. Norris gave thanks for support of the spring 2013 kick-off and thanks for support after the recent loss of her dog.
- b. J. A. Friedman expressed gratitude for receiving meeting agendas and minutes. She said that they serve as good models for other divisions. Posting these to the Etudes shell keeps everyone informed.
- c. Discipline Day at LA Valley, Feb. 22, 2013 – F. Leonard, who attended, thanked the following for participating in this special event: L. Alexander and N. Sander. F. Leonard and L. Alexander also worked on TMC (Transfer Model Curriculum). Catalog and course descriptions, # of words, assignments, etc. need to reflect/align with the wording of the C-IDs for that particular course.
- d. B. Sprague's collection of framed literary posters is now on display in the hallways of the division faculty offices, placed in the hallways of division offices in locations agreed-to by faculty at a division meeting.
- e. N. Lincke-Ivic announced that the campus literary magazine, *West Magazine*, will be published soon.
- f. Vice Chair Status – H. Bailey-Hofmann was thanked for her willingness to serve as Vice Chair, but the Division does not qualify for a Vice Chair based on a formula used on fall 2012 staffing. She has agreed to handle several faculty evaluations, however.

5. *SLOs – course-level, assessment, timeline*

- a. L. Cordova distributed a report on the assessments completed so far. A list of what is incomplete or pending is on the last page of the report.
- b. The Etudes shell for the Division is the place to document the dialog and post work done to accomplish the SLO work. This site will be open to adjuncts and full-time faculty in ESL, Speech, and English.

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- c. Eng. 101 needs assessment and tool application to be posted in Etudes. One more form needs to be filled out. K. Boutry is teaching online and can be contacted to complete Eng. 101 assessment. She can also be given questions about Eng. 103 assessment.
- d. F. Leonard wanted to stress the importance of instructors teaching about plagiarism as well as MLA citation and style methods in assignments *throughout the semester* instead of teaching this information through one semester-ending research paper.
- e. J. Blount said that she could send a link to an interactive animation that teaches students about plagiarism. There is also a written portion that could count as a quiz. She also reports giving handouts with detailed MLA instructions to her Eng. 28 students.
- f. Assessment tools need to be completed and posted for Eng. 101, 103, and 209. N. Lincke-Ivic has already posted materials for Eng. 209 and now will fill out the required form.
- g. Eng. 270 was not taught fall 2012, so no assessment tool is needed. K. Boutry needs to e-mailed regarding Eng. 103.
- h. Eng. 215 and 219 were not taught in fall 2012 and do need to have SLOs created.

6. Summer School

- a. J. A. Friedman described the hiring priority for summer 2013. The last time summer school was offered was in 2009. Those who taught then will go to the bottom of the priority list. An email announcement was sent out to allow faculty to request to teach.
- b. The session will be six weeks of day classes. Currently, four sections of Eng. 28 and two sections of Eng. 101 are planned. The division may choose to switch out a section of Eng. 28 with Eng. 101 if desired.

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7. Wednesday, March 13, is the deadline for FPIP. C. Norris and F. Leonard will present the rationale for FPIP.
8. *Student Success Best Practices*
 - a. Sue De Bord of the Learning Center discussed *Reading Horizons*, which is reading program software. There will be an orientation to methodology and software Friday, March 2, from 8:00 a.m. until 3:00 p.m. Lunch and snacks will be provided. The program will be supported by trained literacy tutors. ESL 6A in combination with Art 102 plan to use *RH* in the fall. The program can be offered as part of a structured study group before or after classes as a no-credit SLA option. It could eventually become advisory or a co-requisite since there is no floor to Eng. 21 and to ESL 4A. The program can work with reading levels from grade 2 up to grade 12 and is helpful to ESL students, students with learning disabilities, and students who are not literate in their native languages in addition to ENL students who have low reading levels.
 - b. *Peer editing* – Literacy tutors may be sent to work in classes if desired. J. Blount stated that UMOJA tutors were used in the classroom to help with peer editing. There were also a few help sessions scheduled on a few Saturdays near the end of the semester to reach out to students who couldn't stay for extra help during the week. K. Quitschau described how ESL students were invited to stay after class to attend a comma usage boot camp of 1-1/2 hours. She suggested that this might be a good format to help students learn MLA style and citation rules.
 - c. *MLA scramble* – F. Leonard mentioned that her students sort out and correct MLA citation format with this exercise.
 - d. N. Lincke-Ivic proposed teaching APA in the Division instead of MLA since some major universities are emphasizing the use of APA in their English courses. It was pointed out that research is needed to make sure this change can fit TMC and course outline consistency.

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e. *ACE (The Academy for College Excellence)* – C. Norris distributed material about an upcoming week-long faculty training program to help students improve communication skills while building leadership and self-efficacy skills. The class that can be taught with this program could be offered as a 3-unit, transferrable course, lasting 56 hours and running Monday through Thursday from 9 a.m. until 5 p.m. This class has been offered by other colleges, either in the summer before the fall semester or as the first two weeks of the semester followed by classes compressed into a 14-week schedule. C. Norris passed around a sign-up sheet for interested faculty to sign. The next training will be scheduled from 9 a.m. to 5 p.m., Monday through Friday, June 10 – 14.

9. *“D” as a passing grade* – “F” = 0 grade points, but “D” = 1 grade point. In the catalog, “D” is described as a satisfactory grade. To reduce the chance of grade disputes, the Division has a statement in the college catalog and the schedule that emphasizes that a minimum grade of “C” is needed to meet the pre-requisite in English courses.

The meeting adjourned at 5:15 P.M. The next meeting will be 3/11/2013 at 2:30 p.m..

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