

Meeting Minutes

Apr. 23, 2013

GC 210K, 3:30 P.M. – 5:00 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-Ivic		X
Clare Norris	X	
Karen Quitschau	X	
Nancy Sander		x
Rachel Williams		x
Adjunct Faculty		
Invited Guests		

1. *Welcome and Call to Order*
2. 3/11/2013 Division Meeting Minutes Approved
3. *Effect of High Stakes Exams on College Students*
 - a. B. Goldberg distributed copies of the article, "A Warning to College Profs from a High School Teacher," by Kenneth Bernstein.

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1:00 PM in GC 210 K
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4. *Summer School Enrollment Limits*

a. F. Leonard expressed appreciation for L. Alexander’s follow-up on the summer enrollment cap limit. L. Alexander described how she spoke to Olga Shewfelt about the summer 2013 enrollment cap. The cap will remain at forty, not sixty students.

5. *Acknowledgements*

a. Poster Showcase – H. Bailey-Hofmann stated that the showcase has grown from 30 to 150 to 300 students participating. C. Norris commended H. Bailey-Hofmann for her work on the showcase.
b. Writing Lab – C. Norris said her thanks for the tutoring given in the Writing Lab to her students. She was impressed by how one of her students who had been tutored recently was able to discuss what he had learned about his writing and how he plans to improve it this semester.

6. *FPIP Progress Report*

a. The Division is ninth on the priority list to hire new faculty—one position in English. The last hire was done with an emphasis on expertise in technology and basic skills.
b. H. Bailey-Hofmann announced her thanks to C. Norris and F. Leonard for their work with FPIP.

7. *SLO Update*

a. The Accreditation Team has had good comments on the progress that the Division has made with the SLO assessment and follow-up on the last recommendations of the team.
b. There may be another comprehensive accreditation review in 2015.
c. The Division expressed appreciation for L. Cordova’s work on SLO.
d. L. Cordova reported that the Division has completed 100% of the SLO Assessment. For the coming semester, the next step is to create one additional SLO per course, especially for courses with lots of objectives.

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e. SLOs for each class need to be related to the next class in the sequence.

8. *Transfer Model Curriculum Update*

a. The following were thanked for their work on updating course outlines for the C-ID for the TMC: N. Lincke-Ivić, Eng. 127; K. Boutry, Eng. 101 and 103; and B. Goldberg, literature classes.

b. Curriculum Council will need to approve the TMC updates.

9. *Best Practices*

a. F. Leonard suggests that instructors need to assign more writing assignments earlier than the first six weeks of classes.

b. F. Leonard proposed that the Division make a statement about a policy of not allowing fifty or sixty students to enroll in any one class. The number of students over the enrollment cap is not being counted for revenue by the District. The Division is encouraged to discuss this topic.

i. H. Bailey-Hofmann suggested that a draft can be created and posted in the Etudes. Comments could then be sent to Etudes.

ii. Enrollment caps are not same on every campus. The Division could try to lower the cap below forty students since completion and success rates are very important.

iii. The statement that no-show students will be dropped after the first class meeting could be put in the syllabi and sent out as announcements in online classes. This statement is already printed in the class schedule.

c. L. Cordova suggested adding “Committee Reports” as an agenda item for Division meetings to allow for updates from the faculty on various committees. Minutes from these committees can be posted in the Etudes shell for the Division.

10. *Student Success*

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- a. C. Norris distributed a flier for the Fall 2013 Kickoff and the latest ATD newsletter. The Kickoff will be Friday, Aug. 23, 2013. Instructors are asked to volunteer to be at the event or send a copy of their syllabus to be part of the display for the Division.
- b. H. Bailey-Hofmann suggested that Division create a nice, large display of the sequence for English classes. The Division could also design a flier that shows photos of and blurbs about current faculty.
- c. ATD coaches suggest that the Division should make it a goal to account for and track the number of students attending the Kickoff to provide accountability for accreditation. Some students in attendance will not yet have student id numbers. One suggestion is to get the birthdates of these new students.
- d. C. Norris encourages faculty to attend the Academy for College Excellence that will be held at WLAC from June 10-14 (the week before summer school begins). The event will be from 9 a.m. until 4 p.m. Monday through Friday. Breakfast and lunch will be provided.

11. *Student E-Mail Information*

- a. As Senate representative, C. Norris announced that all e-mails to students will be forwarded to their District addresses unless students complete the process to forward District E-mail to personal E-mail addresses. Students will need to be trained to do this.
- b. L. Alexander has asked E. Ichon if Private Messages in Etudes will be connected to personal or District E-mail addresses. He told her that he will find out the answer to her question.
- c. H. Bailey-Hofman offered to print out the E-mail policy handout for the Division display at the Fall 2013 Kickoff to help inform students of these changes in E-mail.

12. *Online Book Orders*

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a. Forms for online book orders will be placed in the internal mail slots. The form will have log-in instructions.

It will be possible to see the online orders of others to facilitate choices.

13. *Don Leiffer Scholarship Award*

a. Only two students applied for this \$500 foundation scholarship, and both were strong candidates.

b. The student who demonstrated the greater need was given the scholarship.

14. *Spring 2014 Galley*

a. B. Goldberg pointed out that only one literature course was listed in this galley (Eng. 206). African American Literature and Women in Literature are also missing from this galley.

b. K. Quitschau asked why there are only four ESL classes in the galley. The information about paired classes is missing. She said that she will meet with N. Sander to submit suggested classes.

c. L. Alexander noted that a hybrid speech class is missing from the galley.

15. *Other Announcements*

a. Faculty retirements: Y. Simone, B. Evans, M. McDonald, T. Haley, S. Feinerman, J.-A. Friedman, V. Nicholas.

b. Deceased Staff: G. Winkle.

c. C. Norris invited all to attend the Student Success English Acceleration event that will be held from 10 a.m. until noon on Friday, May 10, at the district office. The topics will be about what other colleges are implementing accelerated courses and how these courses are progressing. For example, ten students have taken Eng. 28 concurrently with Eng. 101. The 101 students ended up with three extra hours of class per week. In this case, class size is smaller, and Eng. 28 is taken as a supplement to Eng. 101.

d. C. Norris announced the campus-wide Happy Hour will be on May 30, 2013. Please send her suggestions for a venue.

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e. H. Bailey-Hoffman has an extra Master’s graduation gown to loan to any interested faculty member. The 2013 graduation will be on Tuesday, June 4,

2013. There will be a reception and a faculty march.

f. F. Leonard recommends reading *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.

The meeting adjourned at 5:00 P.M. The next meeting will be Monday, May 6, 2013 from 2:00 p.m. until 4 p.m. This rough draft is submitted by S. Fong.

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