

Meeting Minutes

May 6, 2013

GC 210K, 2:00 P.M. – 3:45 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		
H. Long	x	
Invited Guests		

1. *Welcome and Call to Order*
2. 4/23/2013 Division Meeting Minutes Revised and Approved
 - a. The enrollment cap for communication classes (formerly speech) is 49.
3. *Acknowledgements*
 - a. C. Norris praised the birthday party for N. Sander.

Meeting Dates | Times | Location
1:00 PM in GC 210 K
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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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Nick Smith**Instructional
Assistant**
Susan Fong4. *Announcements*

- a. H. Bailey-Hofmann announced that students of L. Alexander, K. Quitschau, and R. Williams will be participating in the Poster Showcase on May 16, 2013. L. Alexander also had her students give an oral presentation about their projects in class. Faculty members are encouraged to grant extra credit for students to participate in the showcase. These activities can be used as credit for institutional SLO requirements. Flex credit is available for volunteer work as a faculty judge. Professors who have students participating may still serve as judges for the work of other students in the showcase.
- i. R. Williams proposed creating symposia to allow students to present and speak about their research with other students and faculty. This could be a good opportunity for students to practice for presentations at honors conferences.
 - ii. There was a suggestion to re-name this event as Project Showcase to allow for online participation. H. Bailey-Hofmann suggested that these topics be placed on the agenda of a future meeting.
- b. Global Indigenous Cultures and History: North America and Palestine
- i. R. Williams announced this campus cultural event that will take place on Wednesday, May 15, 2013, 7:00 P.M. Aviation Technology (AT-A) Complex Lecture Hall
 - ii. Free & Open to the Public | Classes Welcome
 - iii. Park In Lot #5 - \$2.00 (exact change or singles needed)
- c. Thursday, June 6, 2013, at noon in the North yard of the Child Development Center, there will be a retirement lunch held for Yvonne Simone. Money raised by the event will fund a scholarship.

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- d. Faculty members are encouraged to attend an Academic Senate meeting to appeal for Senate financing and support of campus cultural events.
- e. Faculty members are reminded to pay Academic Senate dues during the week of Flex Day. The dues help to fund campus scholarships.
- f. R. Williams proposed a common reading, such as *The Immortal Life of Henrietta Lacks*, between Science and Language Arts as opportunity for cross-curricular faculty involvement and student participation. Perhaps this activity could be discussed and planned to be done in February, March, on in the fall. Extra credit could be given to participating students. Other Divisions could be involved in this project, too.
- g. The campus Happy Hour will be held May 30, 2013. C. Norris asked for suggestions for a venue.
- h. C. Norris repeated her announcement from the April 23, 2013 meeting of the Fall 2013 Kickoff. 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.

5. Division Expectations

- a. Resource Development Committee – Mark Pracher, Dean of Development and Sponsored Programs, can help with grant development.
 - i. When R. Williams inquired about hiring readers to mark some essays in English classes, F. Leonard suggested that R. Williams ask Resource Development for guidelines on hiring readers.
- b. Copier paper – F. Leonard asked that staples be discarded in the trash to prevent any possible damage to the copier. N. Sander suggested that finding out the pattern of copier use logged in the past at Reprographics could help the Division determine the necessary supply order for paper. To save paper, N. Lincke-Ivić requested a computerized classroom for students to be able to view model essays in Etudes.

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Page 3

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- c. In addition to including “Committee Reports” as an agenda item for Division meetings to allow for updates from the faculty on various committees, C. Norris requests that “Student Success” also be added as an ongoing agenda item.

6. *Student Success Discussion Topics*

- a. Enrollment Caps Discussion – Lots of factors need to be weighed and discussed at a future meeting to enable the Division to advocate for lower enrollment caps.
- b. Matriculation and Assessment – N. Sander suggested that the Division dialog with Matriculation to adjust cut scores to improve placement results.
- c. Faculty Discussions About Students - R. Williams suggested that the Division discuss what to do to help students not ready for certain levels of English classes. N. Sander would like to have the Division discuss how to address problems with students while encouraging openness, sharing, and problem-solving among faculty. F. Leonard sees these topics as a place to continue the work begun with the SLO process.
- d. Incomplete Grades – F. Leonard announced that students may be given a grade of Incomplete only if the students are passing a course at the time of the request for the Incomplete. Evidence of a passing grade average and personal circumstances, such as illness or death in the family, should be documented at the time of the request. Students have the responsibility to contact and to stay in contact with faculty. There is a one-year limit to this request. Then students will have to receive the grade based on past coursework completed for the class in question.
- e. Access to Diagnostic Tests – N. Lincke-Ivić stated she kept entrance and exit diagnostic tests for her Eng. 21 and 28 students. F. Leonard announced that faculty members may send her a request for DEC access to academic records. C. Norris recommended that such student files as diagnostic tests be

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scanned and posted in the Etudes shell for the Division. This is a way to save copier paper and to protect student confidentiality.

- f. Class Point Requirements – Focusing on exit SLOs may result in the need to adjust point requirements to prevent students with insufficient skills from receiving a “C.” Course outlines in the Division make “C” a minimum grade requirement for students to progress through the class sequence. C. Norris described how an in-class essay that is not passing (below a “C”) will receive zero points to prevent students from passing the class with points instead of mastery of required skills. Such students do get a chance to re-write a paper in an attempt to earn points.

7. Committee Reports

- a. N. Sander stated that Distance Education is pushing for funding of hybrid and online classes to be at the same level as traditional campus courses instead of receiving less funding.

8. New English Faculty Hiring Qualifications

- a. The Division meeting adjourned at 3:45 p.m. Members of the English discipline chose to stay to discuss the hiring process for a new instructor in English. F. Leonard requested that copies of the list of qualifications and desirable qualities be uploaded to Etudes by C. Norris to allow instructors to give feedback for revision.
- b. Hiring Committee Formed – N. Lincke-Ivić, L. Cordova, R. Williams, C. Norris, and F. Leonard
- c. Screening Process – All applications will be submitted online for these committee members to pre-screen within two to three weeks after the summer session begins on June 17, 2013. The actual interview will include a writing sample, a half-hour of questions, and a ten-minute teaching demonstration.

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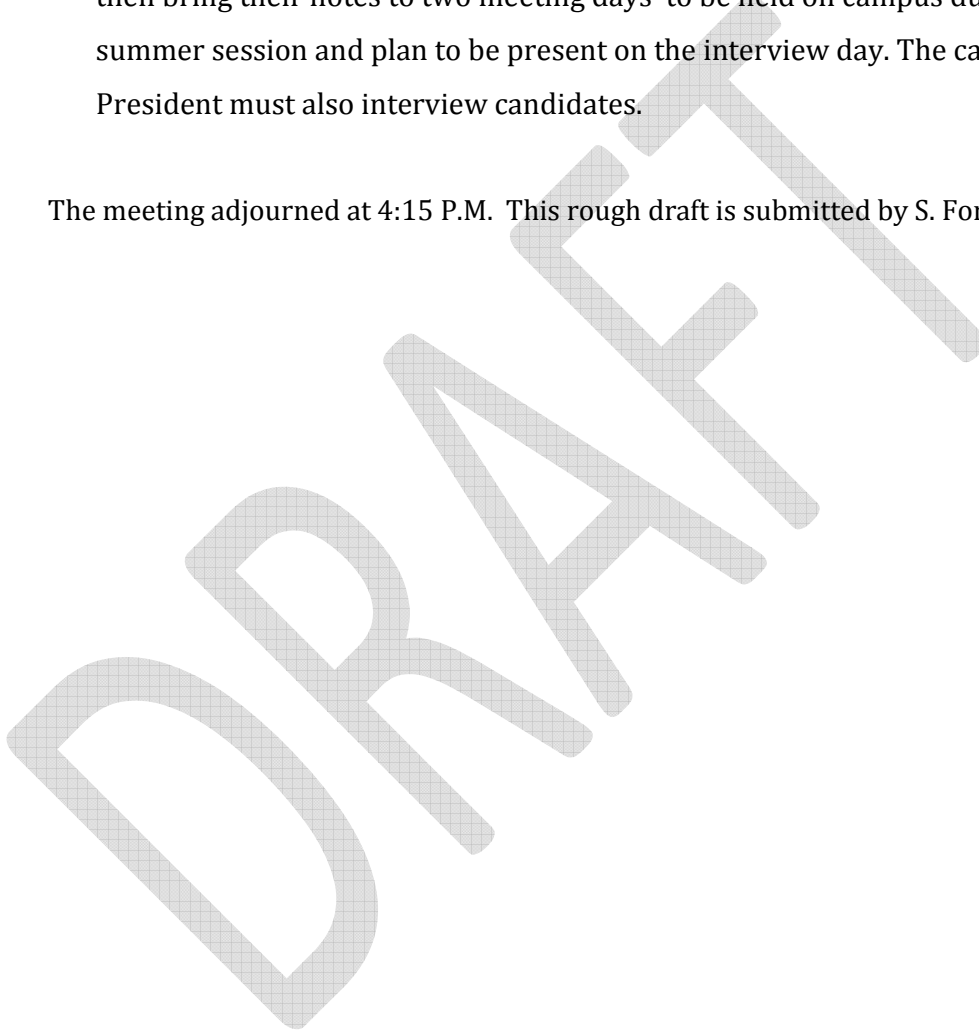
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d. Evaluation of Applications – Hansel Tsai can give training in how to access online evaluations. These evaluations can be reviewed along with the applications and cover letters by hiring committee members. Members can then bring their notes to two meeting days to be held on campus during the summer session and plan to be present on the interview day. The campus President must also interview candidates.

The meeting adjourned at 4:15 P.M. This rough draft is submitted by S. Fong.



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