

**Meeting Minutes**

February 6, 2013

General Classroom 210K, Language Arts Conference Room, 4:00 P.M. – 5:30 P.M.

Present: L. Alexander, H. Bailey-Hofmann, J. Blount, L. Cordova, S. Floyd, S. Fong, B. Goldberg, F. Leonard, N. Lincke-Ivic, H. Long, K. Quitschau, N. Sander, R. Williams

Guest: T. Matosic

1. Welcome and Call to Order
2. Organizational Items
  - a. Confirmation of the Agenda
  - b. Approval of Minutes – The minutes of Dec. 4, 2012 were approved.
3. Acknowledgements
  - a. Fran announced that program review validation has been done, the FPIP application has been completed and submitted, and there has been a request for laptops and a larger facility to allow for hiring additional Writing Lab tutors and creating a work space for more students. She also acknowledged the collaborative work by division members in all these projects, along with another successful semester kick-off organized by Clare, with help from division faculty members: Linda, Holly, Luis, Karen, Nancy, Rachelle.
4. Vice Chair Election
  - a. Holly Bailey-Hofmann was voted by a majority of those present to become Vice Chair in the Division.
5. SLO Assessment – Status
  - a. SLO assessments need to be done by Friday, Feb. 15, 2013. Rubrics need to be completed and assessments to be done for all English, ESL, and Speech courses (except for ESL 6A and Eng. 21) and posted in the Etudes shell for the Division

Page 1

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1:00 PM in GC 210 K

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to allow for faculty feedback. Data and feedback should be posted by Wednesday, Feb. 13, 2013.

- b. If input is not received by Wednesday, Feb. 13, 2013, the current rubrics will be considered approved and used to complete assessment.
- c. A list of the classes that needed rubrics and assessment was distributed at the meeting (Course SLO Assessment Progress – Fall 2012). Faculty signed up to complete this list: N. Lincke-Ivić – Eng. 101, 209, and 270, K. Quitschau – ESL 4A, 7B, and 8, N. Sander – ESL 5A and 6B, H. Bailey-Hofmann – Eng. 94 and 102, K. Boutry or H. Bailey-Hofmann – Eng. 103, L. Alexander and I. Maybruck – Speech classes, R. Williams – Eng. 239, L. Cordova, C. Norris, and N. Lincke-Ivić – Eng. 21, L. Cordova and F. Leonard – Eng. 28, K. Boutry – Eng. 127, and B. Goldberg – Eng. 203 and 205.
- d. T. Matosic invited faculty to contact him Mondays or Wednesdays (Fridays before noon) or to come to a workshop for help on this step of SLO development. The next workshop will be Wednesday, Feb. 13, in CE 226, from 4 PM to 6 PM. Faculty may also set up personal appointments.
- e. Some faculty members requested further dialog (S. Floyd, N. Lincke-Ivić, and R. Williams) and revision of SLOs (N. Lincke-Ivić and R. Williams) to correct grammar and to make the statements more specific. To meet the February deadline, it was suggested that faculty can post comments in the Division's Etudes shell for later review and future meetings.
  - i. Since SLO development is a process that will follow an on-going four-year cycle, changes can be made later. All SLOs are limited to stated objectives unless course outlines are updated and objectives are changed.

Page 2

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- ii. All SLOs stated need to be assessed, so the focus of the work over the next week should be on completing rubrics and assessment of current SLOs.
- iii. The Course SLO Assessment Tool handout that was distributed is an example, but faculty may choose to change or add the levels in a rubric scale. All current Language Arts SLOs have been accepted by the Curriculum Committee and now only need assessment of SLOs.
- iv. New recommendations can be included in the addendum for any of the courses. Send the new addendum to T. Matosic, and the campus website can be updated within one hour of receipt.
- v. Documentation of SLO work and dialogs is needed; this can be done by posting data, feedback, meeting agendas, and meeting minutes in the Division's Etudes shell.

6. Transfer Model Curriculum (TMC)

- a. The Administration of Justice discipline has completed the process of matching their West courses with TMC.
- b. The English Transfer Model Curriculum handout was distributed. Checkmarks indicate that course outlines need to be updated to match TMC.
- c. The next Curriculum Committee meeting will be on March 25, 1:00 PM -3:00 PM in HLRC 4E. Tech Review is on Feb. 11. The Division is encouraged to have completed TMC by February 25 to be prepared for submission of the new TMC course outlines to the Curr. Committee. We should target the March 11 Tech Review for the March 25 Curr. Committee meeting.

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- d. A sample of a TMC course outline for Eng. 103 completed by K. Boutry was distributed to serve as an example.
- e. It is recommended that faculty post updated TMC outlines to the Division's Etudes shell for feedback and documentation.
- f. Courses needing updated outlines are the following: Eng. 101, Eng. 102, Eng. 103, Eng. 127, Eng. 203, Eng. 204, Eng. 205, Eng. 206, Eng. R. Williams requests a copy of Eng. 219. All course outlines are in ECD. *The state requires that course descriptions are the same are the same ones used in C-ID.*

**7. Updating Book Lists**

- a. K. Boutry will be asked to post the list of suggested books in the Division's Etudes shell; the list will be called a suggested "text" list since digital formats of titles can also be suggested.
- b. Adjunct instructor J. Blount is interested in adding to this list. She needs to be added to the Etudes shell as a registered user to have access to the shell.

**8. WLAC Writing Lab**

- a. L. Cordova announced that prerequisites for English courses are not being enforced because these courses are not being flagged for prerequisite completion. He reported that S. Fong, after tutoring two of his Eng. 101 students, had found out that these students had not completed course prerequisites.
- b. F. Leonard will request information from Admission and Records re. enforcement of course prerequisites for English and ESL courses.

Page 4

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- c. Fall 2012, L. Cordova started giving out a small amount of extra credit to any of his students who accumulated tutoring time. He noticed that more of his Eng. 28 students were attending tutoring than his Eng. 21 students.
- d. K. Quitschau emphasized the importance of taking her ESL students on a library tour to see the Writing Lab and to meet the tutors.

- e. S. Floyd has been announcing availability of the OWL (Online Writing Lab) to her online Eng. 28 students since activity can now be tracked to make it possible to grant her students a little extra credit to encourage them to seek tutoring.

**9. Grade Challenges**

- a. F. Leonard stated that there were several grade challenges last semester. One problem has been unclear distinction between posting points and grades for a final exam and the points and final grades in a class.. All writing assignments need to have clear identification of the points assigned to them and how those points affect the final grade in the class.
- b. F. Leonard said that she would send out a copy of a statement used by adjunct instructor R. Sandowicz to explain grading and grading challenge policies: there will be no acceptance of verbal grade challenges, students must be specific in applying the grading rubrics distributed in class to writing assignment to show how they can support their grade challenge, and students have only one week after receiving a grade to submit a written grade challenge.

**10. Room Changes and Repairs**

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- a. For any changes in classroom location, please make requests through the chair, who will use the ESC system to avoid room conflicts and to determine which rooms are available.
  - b. New clocks have been installed in the Division offices. R. Williams has requested that the clock in her office be fixed.
  - c. F. Leonard requested faculty to submit any requests for repairs to the offices or re-stocking maintenance be submitted as a Plant Facilities work order on the Faculty/Staff page of the campus website.
11. Summer session will be offered this year. Academic Affairs is working on the priority list of faculty for teaching assignments for summer.
12. Pictures
- a. It was agreed that the pictures and posters that used to hang in the B5 classroom will hang in the office hallway.
13. Future Meeting Agenda Items
- a. Request to brainstorm policies to protect faculty safety afterhours and between semesters.
  - b. Assessment/Placement Discussion
    - i. There needs to be a discussion of the cut scores for placement into Eng. 21 since there is currently no cut-off score.
    - ii. There will be dialog about the integration of Learning Skills with the Division.

The meeting adjourned at 2:50 P.M.

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