

## **English Department Meeting Agenda**

April 18, 2012

3:15 PM in Room 2751

### **I. Welcome and Introduction**

### **II. Consent Agenda**

- A. Minutes from the March 7, 2011, meeting

### **III. Reports**

- A. Academic Senate
- B. Curriculum
- C. Basic Skills
- D. Distance Education
- E. Student Learning Outcomes
- F. Dean's Report

### **IV. Action Items**

- A. None

### **V. Discussion**

- A. Fall 2012 Schedule
- B. "Re-Reorganized" English Chair Election
- C. Sample Syllabi for English 08, 09, 18, 19
- D. Rethinking Reading Labs for English 18 and 19
- E. Professional Development
- F. Other

### **VI. Adjournment**

# English Department

**Meeting**  
**March 7, 2012**  
**Room 2751 3:15pm**

## **PRESENT**

Baukholt, Robert	Beckett, Phil (adj)	Cormier, Judy
Davis, Lincoln	Dorantes, Kathleen	Ferrell, Diana
Garcia, Leticia (adj)	Heumann, Michael	McNeece, Brian
Morris, Audrey	Rapp, Frank	Rowley, Deirdre
Samaniego, Olivia	Shaner, Christina	Tirado, Xochitl
Zielinski, David		

## **ABSENT**

Bemis, Roberta	Lay, Nancy	Patterson, James
----------------	------------	------------------

### **I. Welcome and Introduction**

The meeting was called to order at 3:15pm.

### **II. Consent Agenda (Approval of Minutes)**

The minutes for February 1, 2012 were approved as corrected.  
**(MSC – R. Baukholt/J. Cormier)**

### **III. Reports**

#### **A. Academic Senate**

Robert shared that the AS voted to reaffirm Ad Hoc meetings. Two resolutions were voted on at the meeting. One was regarding the behavior of one of the board members; the other one was regarding the board in general.

The AS approved the college campus hour to be on Tuesday and Thursday, 12:00-1:00pm; there will be no classes held at that hour.

The by-laws were changed so that the AS President position's term would now be for two years instead of one.

#### **B. Curriculum**

English 110 was approved at the last Curriculum meeting. Engl 110 replaces Engl 101; it has a reading component and is a 4-unit class. This class will go into effect Fall 2013.

#### **C. Basic Skills**

At our previous meeting Frank mentioned that this coming year we might have a little more money. Michael will push for writing pods for next year.

#### **D. Distance Education**

David said he is in report writing mode for Distance Ed. He finished one last Friday, March 2<sup>nd</sup>. There's a scheduled meeting next Thursday but he would like to postpone it to a later date.

#### **E. Student Learning Outcomes**

Michael finalized the assessment cycles and the department is continuing to collect data still for SLOs.

#### **F. Dean's Report**

Brian reported on SLO's and said the current semester's assessments wouldn't be processed until Fall 2012.

In regards to the budget, John Lau is looking for a million dollars. Kathleen asked if Mr. Lau finds the million dollars he is looking for, would we still be in a budget crisis. Brian answered that yes, but we just wouldn't have to dip so far in to our reserves. Grace found over \$300,000 in discrepancies while going over the previous year's budgets. Brian said that classified services will be reduced. He also reported that the Maintenance department's priorities are 1) bathrooms, 2) classrooms and 3) offices, in that order. We should all do our share do help out as much as we can. Rick Webster, Maintenance Director, asked that if we eat in the offices, please empty out trash on a daily basis into the trash cans that are upstairs, right outside our office door. Those are emptied on a daily basis.

Taylor Ruhl is out having surgery. Brian is acting on Taylor's behalf.

Monitors are being set up in the 2700 building smart classrooms. The faculty was asked if they would prefer the monitor to be installed on the lower level or the higher level of the podium.

#### **IV. Action Items**

Approve the Memorandum of Understanding for English Placement for IVUP Students

**(MSC – K. Dorantes/D. Rowley)**

#### **V. Discussion**

##### **A. Reading Class Offerings for Fall**

Michael said that we would be lowering the number of reading classes next year. In Fall 2011, there were 37 sections of 86/87, 88 and 89 offered. We would be cutting those down to about 23 for Fall 2012--due to a decrease in demand and the transition to 4-unit classes.

##### **B. Developing Online English 09 and 19 Classes**

In regards to Engl 09 and 19, Michael asked the division if they thought we should offer them online in the fall right away or should we wait and teach them face to face first and then offer them online in the spring.

Deirdre asked wasn't it a policy that an instructor needed to be offer a class face to face first before teaching it online? David said yes, whenever a new class was created, it needed to be offered face to face first and then taught online. Student demand was also a relevant identifier of classes that we should pursue for online instruction.

**C. Summer School Selection Process**

An issue has popped up regarding the process that we use for class selection. The language in the contract now is a little murky. Is Judy first next summer to pick classes or Deirdre because she passed this year? David said Deirdre should remain at top of list. Then the others come next who didn't get to teach this summer. It was decided to discuss this at a future meeting and to vote on it if necessary.

**D. Update on Sample Syllabi for English 08, 09, 18, 19**

Kathleen volunteered to develop a sample of Engl 08 and Diana offered to develop one for Engl 19. All sample syllabi would be discussed at our April meeting.

**E. Professional Development**

There is a huge movement across the state regarding Accelerated teaching. Michael shared that he, Robert, David, and Frank recently went to several conferences as part of their process to develop and teach the English 10 class.

Michael encouraged the faculty to use the essay "Brainology" to start their class. Frank, David, and Robert shared their experiences of what they use in their class.

**F. Other**

Brian mentioned that faculty could still nominate students for English Spring Awards. The deadline; however, was today.

Olivia announced to the division that her Engl 101 students might be asking some of them for letters of recommendation, letters that they could actually use when applying for jobs.

**VI. Adjournment**

The meeting was adjourned at 4:30pm