### IMPERIAL VALLEY COLLEGE

#### ENGLISH DIVISION

Approved Minutes February 20, 2008

## **CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Chairperson D. Zielinski.

## MEMBERS PRESENT

Robert Abrams	Alex Garza	Robin Paine
Robert Baukholt	Diane Harris	Leticia Pastrana
Roberta Bemis	Michael Heumann	Frank Rapp
Patti Biley	Kseniya Kareva	Deirdre Rowley
Judy Cormier	Nancy Lay	Ed Scheuerell
Julie Craven	Don Martini	Christina Shaner
Lincoln Davis	John McClain	Scott Simpson
Kathleen Dorantes	Mike McCormick	Josefina Thoresen
Fred Fischer	Brian McNeece	David Zielinski

### **MINUTES**

The minutes for November 20, 2007 were approved as corrected with one abstention. (M/S/C – M. Heumann/J. Thoresen)

## DATA SHEETS AND SCHEDULING PREVIEW

Chair D. Zielinski explained that the Instruction Office is now requiring us to do an annual scheduling of classes for the entire forthcoming academic year. The Division will meet as a whole to pick classes for the Winter Intersession. The group will then split up into English and ESL and choose their classes for Fall and Spring. A separate meeting would then be held for those wishing to teach overload.

L. Davis asked if instructors could get a receipt to show what classes they were scheduled to teach. Accordingly, instructors can stop by the Division office to check once the schedule is in its flexie form.

### BASIC SKILLS INITIATVE UPDATE

According to the latest reports, there is approximately \$800,000 for IVC, allocated through the Basic Skills Initiative. The College must produce a report for the Chancellor's Office, and once the report is approved, the funds will be distributed. A Basic Skills Coordinator will he funded through the BSI, the Math Lab will be enhanced, and staff development needs to be resurrected. The English Division will be developing proposals for implementation through the BSI, also, to include Writing Pods, Writing Lab enhancements, ESL conversation groups, learning communities, and linked classes.

D. Zielinski will be meeting with the high schools and SDSU-Calexico to develop strategies for assisting high-school students to meet the demands of college-level writing. Too many students at SDSU-Calexico are not passing the writing placement test, and too few high-school graduates are placing into English 101. Frances Beope, Lead Counselor, will be working on this project, also. And two high-school districts have been chosen for this initial effort: Calexico UHSD and Central UHSD (which includes Central and Southwest).

## **ACCREDITATION REPORT UPDATE**

An update was given on our Accreditation Report: the College has been put on a warning status. A report on what the College has accomplished to correct our discrepancies is due in the Chancellor's Office by October 2008.

# ENGLISH CHALLENGE COMMITTEE: VOLUNTEERS

D. Zielinski asked if anyone was interested in volunteering for the English Challenge to please contact him. He stated that the spirit of the English Challenge is to promote the Division.

## **OTHER**

K. Dorantes asked if anyone is interested in attending a Reading Conference regarding Basic Skills on March 7, 2008, in Monterrey. Working with the Basic Skills Committee, she is currently wrapping up a self-assessment report that is due May 1<sup>st</sup>.

D. Rowley asked if in the interest of expediency it would be possible at the following week's scheduled meeting to do the Winter course selections first and then break off into English and ESL groups for the regular semesters. It was decided that that would work out best.

### **ADJOURNMENT**

The meeting was adjourned at 5:00 p.m.