

**Arts & Letters
English Department Meeting
Minutes**

March 30, 2011

Present

Baukholt, Robert
Cormier, Judy
Lay, Nancy
Paine, Robin
Samaniego, Olivia
Zielinski, David

Bemis, Roberta
Dorantes, Kathleen
Loper, Amy
Rapp, Frank
Shaner, Christina

Biley, Patti
Heumann, Michael
McNeece, Brian
Rowley, Deirdre
Tirado, Xochitl

Absent

Howell, Kevin

Patterson, James

Patterson, James

Guests

Farrell, Diane

Singh, Joanne

I. Call to order

Michael Heumann called to order the regular meeting of the **English Department Meeting at 4:45pm on March 30, 2011 in room 2751.**

II. Welcome and Introduction

Michael welcomed and thanked everyone for attending. Michael shared a book, *The Flat World Knowledge Handbook for Writers*. The book can be found at flatworldknowledge.com.

Flatworld Knowledge is a company that provides free books to students online. The company's goal is to help students with the soaring book prices. The way it works is, the instructor chooses the book, and the students choose their own format and price. They sell print-it-yourself, audio and soft-cover versions. The students can get the book in its entirety or by the chapter. Michael asked the division to check it out and see what they thought.

III. Consent Agenda

The minutes of February 23, 2011 were approved as presented.
(MSC – **K. Dorantes/R. Bemis**)

IV. Re-sequencing Basic Skills—Kathy Berry

No presentation as Kathy was out ill.

V. Reports

Dean Brian McNeece

Brian reported that Kathy Berry told the Instructional Deans that Summer session 2011 will be limited to 240 FTES total. The Counselors looked at our lists with emphasis on transfer level classes. They cut out ESL and slashed Business classes and added more Math classes.

Brian mentioned that if IVC is an adjunct faculty members only place of employment, they would be given certain priority for fall class selection.

b) **Academic Senate**

Robert stated that he didn't attend the last meeting.

c) **Curriculum**

d) **Basic Skills**

Frank mentioned that we got our four-year license renewed for MySkillsTutor.

e) **Distance Ed**

David reported that the DE Committee just finished a big survey for the Chancellor's Office on Monday.

Andres Martinez is offering Etudes 101 for 28 faculty members.

Allyn Leon and David are working on videos that will be used for online classes. Andres and David also want to work on digital textbooks.

Dr. Ruhl (found) some money, he'll be buying an HD video camera and video rendering software.

f) **ATLAS**

Michael said there will be an ATLAS Training workshop in August:

- Culturally Responsive Learning
- Collaborative Learning
- Technology Training

VI. Action Items

No items.

VII. Discussion

a) Summer Session and Fall Scheduling

We're still waiting to hear the final decision for summer, has not officially been determined.

For the Fall schedule we have to come up with two schedules to assess, one with a 10% cut and another one with a 16% cut.

b) Comprehensive Program Review of English Transfer and Journalism—Update

Michael – I'm not sure what was said here. Help!

c) Basic Skills Re-sequencing Committees Update

Michael shared with the division that on March 25th, him, Brian, Frank, Deirdre and Kathleen went to a workshop at Miramar College titled *Bring Acceleration to English and Math to Your Campus*. They learned how other colleges are accelerating their programs.

The more students that have to take basic skills classes, the lower the number of students that get to transfer level.

Michael distributed copies of the course outline for Engl 010 – English Composition—Accelerated. It's a pilot program. Nancy asked if it would be exclusively for writing, Michael said no but that we might just start with writing for now.

He wants the division to read the course outline and give him feedback on it. He asked that they take a look at the objectives he listed. Most of these objectives listed do not require money, we can do these things within our own department.

d) Research Class

Robert gave Michael information on a class from Pasadena. It was a one-unit research class. Students would get specific training on how to do things in their major area. Michael will talk to other chairs to linking this class to some of their classes/majors.

VIII. Adjournment

The meeting was adjourned at 5:45pm.