

## **English Department Meeting Agenda**

February 1, 2012

3:15 PM in Room 2751

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

### **II. Consent Agenda**

- A. Minutes from the November 16, 2011, meeting

### **III. Reports**

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

### **IV. Action Items**

None

### **V. Discussion**

- A. IV University Partnership
- B. SLO Assessment
- C. Start-of-Semester Issues
  - 1. Bookstore
  - 2. Wait Lists
- D. Scheduling Issues
  - 1. Reading class offerings
  - 2. Developing Online English 09 and 19 Classes
  - 3. Literature Classes for 2012-13 and Beyond
- E. Volunteers for Developing Sample Syllabi for English 08, 09, 18, 19
- F. Sharing--Acceleration Workshop
- G. Other

### **VI. Adjournment**

# English Department

**Meeting**  
**November 16, 2011**  
**Room 2751 4:45pm**

## **PRESENT**

Baukholt, Robert

Davis, Lincoln

Heumann, Michael

Rapp, Frank

Shaner, Christina

Bemis, Roberta

Dorantes, Kathleen

McNeece, Brian

Rowley, Deirdre

Tirado, Xochitl

Cormier, Judy

Ferrell, Diana

Patterson, James

Samaniego, Olivia

Zielinski, David

## **ABSENT**

Lay, Nancy (in class)

### **I. Call to Order (M. Heumann)**

Meeting was called to order at 4:45pm.

### **II. Welcome and Introduction (M. Heumann)**

Welcome everyone!

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

The minutes for October 19, 2011 were approved as amended.

**(MSC – F. Rapp/R. Baukholt)**

### **IV. Reports**

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

Frank reported the most important item was that they will be looking at the committee's suggestions regarding:

1. MWF classes
2. A campus hour (time set aside so that meetings, etc. could be held without interfering with classes)
3. Spring Break

Frank also reported that the Student Success Task Force Report can be googled.

#### **B. Curriculum**

The day after the Division's last meeting, Curriculum approved our new 4-unit classes to start in Fall 2012.

In regards to the English 110 class, Carol Lee pointed out some technical things that needed some work so it was tabled. It will be discussed again at Curriculum on November 17<sup>th</sup>. Fall 2013 would be the earliest that IVC would be able to offer Engl 110.

A number of Journalism classes were inactivated due to the fact that we haven't offered them in a long time. We need a lot of technology, a newsroom and equipment to offer these classes and right now monies are not available for that.

### **C. Basic Skills**

Frank reported that there will be a meeting next week.

### **D. Distance Ed**

David and Mary Jo Wainwright attended an Etudes Summit recently.

They learned about InTouch software, which will be available this winter, and iPhone/iPad applications, both of which are very powerful tools.

David and Andres are still trying to get orientation data out for the spring schedule.

The extension to call for technical assistance is ext. 6300 and calls will be routed to the appropriate personnel.

### **E. ATLAS**

A Future Forum designed for students was held today.

On Friday there will be an Atlas Showcase from 2:00-5:00pm. Everyone's invited. The next training workshop will be in January.

The first person on a wait list got into a class yesterday so we know it works!

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

Document cameras are available for use in the 500 building. Audio visual personnel will deliver if you need to use them.

Brian also reported that there are 17,000 e-books available in the library. You must enroll in the e-book system first in order to use them. Brian asked Cathy and Frank (librarians) about how many students they help a week and they said approximately 100, mainly showing them how to use the computer. Instructors should remind students that they can go to the library to take advantage of different resources there.

David asked if the 500 building is going away or staying; Brian said he believed it was going away!

## V. Action Items

None.

## VI. Discussion

### A. SLO Sub-Committee

Michael reminded people that the SLO Assessment chart was sent out. Engl 099 is all done. If anyone has any questions, please see Michael.

### B. Online SLO Assessment

Michael showed the division the SLO Assessment for Engl 088 and asked them what they thought about it. He also showed them Xochilt Tirado's assessment.

Michael thinks SurveyMonkey could work as an assessment tool for reading classes and lower level writing classes. He will strategize on going forward using this process for assessing SLO's.

### C. Scheduling Issues

#### 1. Online Classes

Michael showed Online class distribution list, asked the division if they were interested in increasing online classes.

Brian asked how the 4-unit class change will affect the online version.

#### 2. MWF Classes

Academic Senate voted down having the MWF class schedule.

#### 3. 4-Unit Class Scheduling Blocks

Michael showed the division the time block grid which includes the 4-unit time block.

### D. English 08, 09, 18, 19

#### 1. Class "Leads"

Michael asked the division if they thought it was a good idea to have a lead person to answer questions for these four new classes. Frank agreed that just having that source is beneficial.

#### 2. Developing Sample Syllabi

Michael also asked if we might have volunteers to develop sample syllabus for the classes. If anyone is interested, please see him.

### E. IV University Partnership and English 102

SDSU wants IVC to teach 102 classes here and they would like to teach 101 and 201 classes at SDSU.

**G. Sharing**

Robert shared that his class watched episodes of *Dexter* in class, and he and his students participated in a phone conference call with the author of the *Dexter* novels. The students enjoyed it.

**Adjournment**

The meeting was adjourned at 6:05pm.