# **IVC English Department**

## Meeting Minutes 30 October 2012 Room 2727 noon

#### **PRESENT**

Robert Baukholt Kevin Howell Taylor Ruhl Roberta Bemis Nancy Lay Olivia Samaniego Judy Cormier Brian McNeece Christina Shaner Lincoln Davis James Patterson Xochitl Tirado Kathleen Dorantes Deirdre Rowley David Zielinski Michael Heumann

## **ABSENT**

Audrey Morris Frank Rapp

#### **GUESTS**

Phil Beckett Diana Ferrell Sacha Sykora

Tanya Dorsey Angel Sandoval

#### I. Call to Order (J. Patterson)

Meeting was called to order at Noon.

## II. Reports (J. Patterson)

#### A. Spring 2013 schedule for English & Journalism

James reported on the status of the Spring schedule. Out of 117 classes proposed, 109 classes remained in the schedule (a few classes still had STAFF listed as instructor). James compared the number of sections (current semester and spring semester) for ENG 8, ENG 9, ENG 10, ENG 18, ENG 19, ENG 101, and ENG 201. He indicated that he had several ideas in mind for improving the process and he was open to constructive criticism from the members of the department.

#### B. FCMAT data for Developmental and Transfer English

James reported some of the numbers from the FCMAT reports for Transfer English and Developmental English, including enrollment numbers for Spring 2012, number of sections, FTES, and success rates.

## C. Survey Monkey results

James reported on data from a Survey Monkey questionnaire. 17 instructors participated in the survey (11 full-time and 6 part-time). The results indicated that some instructors still felt uncomfortable sharing assessment data with their peers. The survey also indicated that at least nine instructors

have additional training in education beyond their masters in the English disciplines. James also shared a composite of responses related to a future, utopian English Department.

## D. SLOAC Midterm Report

James reported on the Student Learning Outcome statement(s) being assessed this semester in each of the fifteen courses offered.

## III. Consent Agenda

The SLOAC Midterm Report was approved as presented. The minutes for 21 August 2012 were approved as corrected.

(MSC - D. Zielinski/B. McNeece)

#### IV. Action Items

### A. Shared Agreements

After review and discussion, the Imperial Valley College English Department affirmed the Institutional Code of Ethics to govern our conduct with each other and our students.

(MSC – R. Bemis/K. Dorantes)

# B. Proposed Time Limit for Class Selection

James reported on the status of the PTFA Contract which will allow part-time faculty to select classes in future semesters on a seniority basis. James also reported on some of the delays in building the Spring 2013 schedule. James shared the following language: "During the process of selecting classes for future terms, the Imperial Valley College English Department agrees the Department Chair may move on to the next instructor on the seniority list if an instructor fails to make her/his selection within 24 hours, Monday through Friday." Discussion followed. Michael stated that he was going to vote no on this item because he doesn't see the class selection process as problematic.

(MS - no motion or second was recorded in the notes of the meeting)

## V. Adjournment

The meeting was adjourned at 1:00 p.m.

(MSC - M. Heumann/B. McNeece)