

IVC English Department

Meeting Minutes
24 January 2013
Room 2727 noon

PRESENT

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

ABSENT

Rapp, Frank	Christina Shaner
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GUESTS

Phil Becket	Angel Sandoval	Harriet Williams
Diana Ferrell		

I. Call to Order (J. Patterson)

Meeting was called to order at 12:09pm.

James welcomed all to the spring semester. He mentioned that for the fall catalog, he will ask if the reading classes can go under the subject Reading and not under English with the writing classes and that under the English caption he would ask if it could read see reading for reading classes.

II. Consent Agenda (Approval of Minutes)

The minutes for 30 October 2012 and 13 November 2012 were approved as presented.

(MSC – R. Baukholt/B. McNeece)

III. Announcements

A. Submission of Syllabi and Office Hours

James announced that everyone should have received an email from Toni/Sara regarding submission of census rosters to A&R and two hard copies of syllabi to the ALLS office. Academic Services would like to be able to provide to the visiting accreditation team a binder with copies of all syllabi.

Dr. Ruhl mentioned in the meeting that Toni/Sara are unbelievably overworked and would instructors please not ask them to make copies for them!

B. SLO Cycle Assessment forms for Fall 2012

James announced that under the SLO Cycle Assessment forms for Fall 2012, all instructors that were designated to collect data from other instructors have submitted their data except for James himself.

C. Report on Spring 2013 Schedule

James reported that nine reading classes were canceled from the Spring 2013 schedule. Three instructors, Audrey, Roberta and Deirdre, were gracious; they switched and opened up composition classes in place of the canceled reading classes.

D. Changes to Class Scheduling for Fall 2013

Kathy Berry announced at Instructional Council before the semester started that we're going to build the fall schedule differently from the schedules in the past. The fall schedule will be built in the Instruction Office. Department Chairs/Deans will submit a proposal of classes to the Instruction Office. James mentioned that Melody Chronister will be doing a lot of data entry. The schedule will then be released to the departments when it's ready to be populated with instructors.

Once the schedule is built into the system, any schedule changes made will have to go through a process. James didn't have dates for the fall schedule development yet. He was, however, working on a class grid for proposed classes for fall.

Last year, four Basic Skills English classes were taken and converted into two classes. An effect was seen in the unit load of instructors. In the Fall, ENGL 101 will become ENGL 110 and will go from 3-unit class to 4 units. The impact on the schedule will mean we're going to need more teachers to teach ENGL 110. We will continue to decrease reading sections and take away sections of ENGL 008 and 009 as well because we can't increase our unit load.

E. Class Selection Process for the English Department

Because Roberta was affected by the cut in reading classes, she asked a very important question about Nancy Lay. "Can we talk about Nancy?" James asked. Nancy was fine with it. Nancy is number 11 on the seniority list and only teaches reading. If everybody who teaches reading picks classes for the fall like they did this semester, by the time it is Nancy's turn to pick, there will be zero classes for her to pick from. Roberta asked if we could do something so that this wouldn't be the case.

James is on the case already. He has sent Kathy Berry and Eric Jacobson an email regarding the situation. The class selection process is in the contract so the situation will have contract implications if the situation is not looked at carefully. James said that he's looked at the data and it will be a problem moving forward.

James also mentioned that as a department, we are allowed to make a change as to how the instructors choose classes. For that reason, he has it listed on the agenda under discussion items also in case anyone wants to discuss it.

IV. Action Items

1. Designation of Faculty for Collection of SLO Data

Last semester we designated individual faculty to collect SLO data and to fill out the beginning part of the Cycle Assessment form.

Listed below are the designees/course:

- Kathleen Dorantes ENGL 051
- Olivia Samaniego ENGL 101
- Lincoln Davis ENGL 019
- Kevin Howell ENGL 008
- Roberta Bemis ENGL 009
- Xochitl Tirado ENGL 019
- David Zielinski ENGL 059 (already collected in the fall)
- Audrey Morris ENGL 111
- Deirdre Rowley ENGL 225
- Michael Heumann ENGL 226
- Brian McNeece ENGL 270

James will ask Frank Rapp and Christina Shaner designate ENGL 102 and 201 between.

2. Program Review: English

James apologized for having sent the data out yesterday. It's three years worth of data in real small print. He asked if anyone had the opportunity to adequately review the data. No one had.

The questions that James would like to discuss and get some suggestions on are:

- What are the opportunities available to the English Program looking forward?
- How do we describe the health of the program?
- How do we respond to PLO assessment for the fall semester?
- What are the future goals of the program and are there resources that we need to maintain the program?
- Are there resources that are needed to improve the program?

James opened it up for everyone's thoughts. English has been grouped into two programs: the Transfer Program and the Basic Skills Program.

James announced that we're facing some serious challenges in student demand. There is talk around campus about cutting programs. One of the things that the Instruction Office did in July/August for the FCMAT team was to prepare a list of all the degrees and certificates and a number of students who

completed those degrees and certificates over the last six years. As an example, Journalism had 4-6 degree completers in the last six years, and they're not at the bottom of the list. There are degrees/certificates with zero students on the list!

English is in the middle of the list. There's not a high or low demand for the English Major. If rumors are heard around campus about eliminating the English Degree, that's where it's coming from. Every semester we're offering a smattering of 200-level classes. When they say we should cut the English Degree to save money, the answer is "That's pennies because we're already running the English degree at a minimum cost."

If it is acceptable to the body, James will take the comments and draft some response to these questions and send it out to the division. James also mentioned that he would send out the PLO Assessment as well.

V. Discussion Items

1. Class Selection Process for the English Department

(Please see under Announcements, item E.)

Deirdre asked if she could make a motion regarding Nancy picking her reading classes first.

David said that if the department wants to modify the selection process they can as long as the majority is in agreement.

VI. Adjournment

The meeting was adjourned at 1:05pm