

# English Department

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August 15, 2014  
Room 2725, 1:40-2:40 p.m.

## Agenda

- I. **Call to Order (Kathleen Dorantes)**
- II. **Welcome (12 minutes)**  
Welcome aboard to full-time temp, Diana Ferrell. Also welcome to new English faculty (but long-time IVC faculty) Scott Simpson and Kevin Howell.  
-introductions  
-2-minute mixers
- III. **Approval of Minutes—May 6, 2014 (3 minutes at most-to 1:55)**
- IV. **Reports**
  - A. **Chair's Report (Kathleen Dorantes) (15 minutes at most to 2:10)**
    1. sign-in sheet
    2. meeting schedule
    3. scheduling for Spring 2015 (EditGrid/Yahoo site)
    4. "Why"—A Mission Statement
      - a. TED video
      - b. Draft "Why" statement
      - c. Draft "What" and "How"
  - B. **Academic Senate Report (Michael Heumann) (5 minutes at most to 2:15)**
- V. **Action Items (10 minutes to 2:25)**  
Draft language:  
**Online or Hybrid English Class Selection Policy**  
For selection of online or hybrid English classes, only instructors who have had online or hybrid classes approved by the Distance Education Committee at that particular level may choose those online or hybrid classes during class selection.
- VI. **Discussion (10 minutes-to 2:35)**
  - A. **Professional Development**  
Using SafeAssign on Blackboard
- VII. **Other (5 minutes-to 2:40)**
- VIII. **Adjournment**

Next Department Meeting: Tuesday, Sept. 16, 2014