

English Department

September 16, 2014
Room 2721, 12-1 p.m.
Agenda

- I. **Call to Order (Kathleen Dorantes)**
- II. **Welcome and Introductions (5 minutes)**
- III. **Approval of Minutes—August 25, 2014 (3 minutes at most)**
- IV. **Discussion**

1. Class proposals for ESL 8 and ESL 9 (25 minutes)
 - a. Presentation from ESL faculty
 - b. Presentation of statistics by Kathleen Dorantes
 - c. Discussion
2. Professional Development (3 minutes)
 - a. Using Starfish

V. **Action Item (10 minutes)**

Contract Language: No more than 67 % of contract load (three courses or ten units, which is lesser) may be taught as distance education, or online, in any given fall or spring semester. Any additional distance education courses that the unit member is approved to teach beyond three courses or ten units may be taught as overload.

Draft Language:

Hybrid Class Selection Policy

For class selection purposes, the selection of a hybrid English class will be counted the same as the selection of one online class.

VI. **Reports**

A. **Chair's Report (Kathleen Dorantes) (5 minutes at most)**

1. **Scheduling**
2. **Block grant money**
3. **Census rosters**
4. **Evening and weekend administrators**

B. **Academic Senate Report (Michael Heumann) (5 minutes at most)**

VII. **Other (4 minutes)**

VIII. **Adjournment**

Next Department Meeting: Tuesday, October 21, 2014