

English Department

MEETING MINUTES
April 1, 2014
Room 2727 12:00PM

PRESENT

Baukholt, Robert	Bemis, Roberta	Cormier, Judy
Heumann, Michael	Lay, Nancy	McNeece, Brian
Morris, Audrey	Patterson, James	Rapp, Frank
Samaniego, Olivia	Tirado, Xochitl	Zielinski, David

ABSENT

Dorantes, Kathleen	Lewenstein, Jay	Loper, Amy
Rowley, Deirdre	Shaner, Christina	

GUESTS

Dorsey, Tanya	Ferrell, Diana	Kemp, Elizabeth
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I. Call to Order (James Patterson)

Meeting was called to order at 12:01pm.

II. Consent Agenda (Approval of Minutes)

The minutes for March 4, 2014 were approved as presented.

(MSC – D. Zielinski/J. Cormier)

III. Reports

A. Evacuation Drill

An evacuation drill is scheduled some time April 15-17th. Tim Nakamura does not want to give us the exact date or time. Frank Rapp had a few concerns about the way the drills have been handled in the past. "We are dealing with people's lives" he stated. In the past when we've actually had real evacuations, the students try to get to the preschool for their children. James mentioned that Preschool personnel are equipped to deal with emergencies; hence, we need to let them deal with the children.

B. English Department Award Nominee

Hilda Parra was nominated by Christina Shaner. Her GPA in all English classes is 4.0.

C. Professional Development: Common Core (9 May 2014)

James is hoping that at least one or two people from ICOE come to talk to us about Common Core, specifically English Language Arts Standards for grades 9-12th so that we may begin to get an understanding of what the new standards are.

D. Professional Development: Lesson Planning for Block Classes

Currently James is coordinating with Xochitl Tirado on preparing about a 90-minute workshop on doing lesson planning for the three-four hour block classes. Probably in May we'll be starting to offer it as a trial run. Then we'll communicate with campus authorities to offer it once or twice in the fall.

E. Reports From Embedded Tutor Instructors

- **Olivia Samaniego** reported that she and her tutor were thrown together at the last minute and that she missed the initial training for having a tutor. She felt unprepared for the tutor and hasn't used her tutor as well as she could have.
- **David Zielinski** reported that he has an excellent tutor and that she's everything you would want in a tutor. "We need more embedded students" David said. He has trouble getting the students to attend tutor sessions.
- **Frank Rapp** reported that he also feels that he's not making the best use of his tutor. He feels that his students aren't taking advantage of the tutors the way they should be.
- **Elizabeth Kemp** reported that she feels the same. She feels she's not making the best use of the tutor. She feels that it's a great opportunity to have an embedded tutor but doesn't know how to take advantage of it in the most effective way. She really likes her tutor but would prefer that she have an English tutor because her tutor barely passed ENGL 009! She wishes she was more comfortable putting her students in the tutor's care.

Judy asked about how the tutors were selected; James answered that he didn't know.

IV. Action Items

A. Selection Process for Winter and Summer Sessions (MSC – R. Baukholt/A. Morris)

The IVC English Department shall use their agreed-upon process for class selection by full-time faculty for fall and spring semesters. For the winter and summer sessions, the IVC English Department shall use their agreed-upon process for class selection with the following exception. When all available class sections have been selected by full-time instructors while other instructors remain on the seniority list, the next named instructor on the list shall begin the selection process for the following winter or summer session. Separate lists will be maintained for winter and summer sessions (winter-to-winter and summer-to-summer). The selection records will be maintained by the department chairperson with copies held by the division dean's office. It is agreed that a pass is considered a selection.

V. Discussion

Discussion ensued regarding the Academic Calendar for the following year. James has not seen one yet. Michael is on the Calendar Committee and shared the following dates:

- Fall 2014 dates are August 18th through December 13, 2014. (Instructors are off the week of Thanksgiving; however, the campus will be open those three days and classified and other personnel will be working.)
- Winter 2015 dates are January 6th- February 6, 2015.

VI. Adjournment

The meeting was adjourned at 12:29pm.