

English Department

MEETING MINUTES

August 15, 2014

Room 2725 1:40pm

PRESENT

Baukholt, Robert
Dorantes, Kathleen
Howell, Kevin
Rapp, Frank
Shaner, Christina
Zielinski, David

Bemis, Roberta
Ferrell, Diana
Lay, Nancy
Rowley, Deirdre
Simpson, Scott

Cormier, Judy
Heumann, Michael
Morris, Audrey
Samaniego, Olivia
Tirado, Xochitl

SECRETARY

Sara Hernandez

I. Call to Order (Kathleen Dorantes)

Meeting was called to order at 1:40pm.

II. Welcome

Kathleen welcomed everybody, especially our new full-time temp, Diana Ferrell. She also welcomed Scott Simpson and Kevin Howell, who are new to our department.

Attendees did two-minute mixers with each other.

III. Consent Agenda (Approval of Minutes)

The minutes for May 6, 2014 were approved as presented.

(MSC – M. Heumann/R. Baukholt)

IV. Reports

A. Chair's Report

Kathleen handed out the Department Meetings Schedule for both semesters. She said we'd probably have to add some SLO Meetings once we get more information. Kathleen mentioned that she would be emailing out things that are more informational type and she would save our meetings for discussions.

Kathleen shared a video by Simon Sinek. It's about why you do what you do.

Kathleen felt that the video really applied to our English Department. She said that sometimes we get so involved in the nitty-gritty of what we are doing and how we are doing it that we lose sight of **why** we are doing it. She shared a draft of a purpose statement.

Roberta shared what she came up with to add to Kathleen's draft, all people can benefit professionally, intellectually and personally from improved communication skills in reading and writing. Audrey said she was thinking the same thing and maybe adding something about critical thinking analysis. Kathleen told everyone to play with the language and come up with something and forward it to her.

B. Academic Senate Report (Michael Heumann)

Michael reported that there is one position open in our division and the same goes for ESL. Currently we have two at large Senators from English, Frank and Christina. Anyone who is interested should see James.

Accreditation and Budget – we're still on warning status. The biggest thing we have to do right now is balance the budget. Michael took on the role of being a member of the Budget and Planning Committee over the summer. There's about an \$880,000.00 budget deficit at the college for this year. They're working on ways to shrink that and budget the balance.

Another thing that happened over the summer is that the SLO Coordinator resigned. Jill Nelipovich is our new SLO Coordinator.

Michael said another issue is AB86, which is going to fundamentally change adult education in California and fundamentally change for sure the way ESL works and possibly the way English and math work. Martha Garcia is working on a consortium plan for the local area with the different community leaders around here. Dr. Nick and Martha Garcia are going to Sacramento in October to learn more about that.

Academic Senate meets the 1st and 3rd Wednesday of every month from 1:30-3:00pm in the Board Room. Judy asked why they couldn't meet during campus hour. Michael said that was discussed, but they wanted to reserve campus hour for meetings and other activities. However, there is a possible change on the horizon for the campus hour. Melody spent the summer developing a new time block schedule which would move campus hour to 1:00-2:00 p.m. We would have campus hour every day, Monday through Thursday, and every meeting would be held during that time block, Senate meetings and College Council meetings included.

V. Action Items

A. Online or Hybrid English Class Selection Policy

For selection of online or hybrid English classes, only instructors who have online or hybrid classes approved by the Distance Education Committee for that particular course may choose those online or hybrid classes during class selection.

(MSC - D. Rowley/R. Bemis)

Kathleen moved this to an action item because she'd like to have it set as our English Department policy if it passes before we select for this time. We have

some online classes and a lot of teachers who teach at the ENGL 110 level. Deirdre, Xochitl and Audrey teach 110. So now if someone with higher seniority picks and the person developing it is not yet approved, that person with seniority could pick those online classes and that would lock out those online classes for people with lower seniority.

Kevin asked if the English Department could supersede DE's format that we're following now.

Michael thinks it's more of a union/contract issue in terms of class selection. It falls under the contract. It's not so much the DE Policy. It's more about the procedures for selecting classes. The union does say that if the department decides as a group to adopt something that's slightly different than what's in the contract, it is allowed.

Kevin thinks the DE Committee ideas are good but feels that maybe we need to change our policy of having half of it done by October. He said it looks like the English Department has their process and the DE Committee has their own. They need to be the same. You have to let the people know because if they think they have until October and they don't, it's going to be stressful. He feels we should bring this up at the next DE Committee Meeting.

Currently, there's no instructor who has developed ENGL 201 online. Christina said she has thought about it.

Kathleen mentioned that developing an online class is very time-consuming.

The motion passed unanimously.

VI. Discussion

A. Professional Development

Kathleen gave a demonstration on how she uses SafeAssign.

Kathleen said that SafeAssign is easy to use. Her goal is to get people who aren't using Blackboard a lot to use it more. She welcomes anyone who would like to come to her so that she can show you how to use Blackboard for SafeAssign, announcements and grading.

VII. Other

Deirdre asked if the requirement to teach a class face to face before teaching it online has vanished. Kevin said that James had told him he couldn't teach the 110 without having taught it before. Michael is not sure about this and said that he would look in to it. He said that maybe it was during ACCESO and before the DE Committee was formed.

VIII. Adjournment

The meeting was adjourned at 2:30pm.