

# English Department

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**MEETING MINUTES**  
**December 11, 2014**  
Room 2752 12:00 p.m.

**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

**Guest**

Simon, Darren

**I. Call to Order (Kathleen Dorantes)**

Meeting was called to order at 12:12pm.

**II. Welcome**

Welcome adjunct faculty member Darren Simon and welcome everyone else!

**III. Consent Agenda (Approval of Minutes)**

The minutes for October 21 were approved as presented.  
**(MSC – F. Rapp/M. Heumann)**

**IV. Discussion**

**1. Ice Breakers**

Kathleen recently went to a conference and participated in an interesting activity that she shared at our meeting. It is an exercise similar to the Myers-Briggs Personality Inventory. It uses a set of preferences which relate not to individual but group behaviors. It showed how people can work together as a group. There were four groups: North, South, East and West. The groups were formed by all individuals, picking the style they thought they belonged with.

We all learned things about each group. Kathleen thanked everyone for participating.

**2. SLOs and SPOL**

Kathleen sent out a memo earlier in the day asking everyone with ENGL 008 and 009 to send in their raw data broken down. Kathleen will take care of those SLOs.

Deirdre reported that she had an incident with ENGL 110 SLOs and had difficulties with it. She will be sending out an email about it.

ENGL 224- Michael Heumann reported the Brit Lit SLOs are done.

### **3. Final Grades**

Final grades are due this Thursday. Kathleen urged instructors to try to get them in before the last minute.

### **4. Book Ordering Process**

Kathleen met with Alfonso and Francisco to see if the department could use digital book orders. She said she realized that there are more questions to the book ordering process than they had answers to.

Deirdre shared that if anyone goes to the Syllabi Repository and goes to any course, it now shows what textbooks the bookstore is getting for the course. She also mentioned that it doesn't necessarily mean that it's the book that the instructor ordered, but it's the one that the bookstore has ordered!

### **5. January 5 – Professional Development Day**

Kathleen noted that faculty is required to attend activities on this day. If someone is not here, please submit an absence report, docking yourself six hours of leave.

There will be two workshops that day. One will be "Reading Apprenticeship," and the other will be Program Review with Dr. Akinkuoye.

## **V. Reports**

### **A. Chair's Report**

Christina asked Kathleen about SPOL. Kathleen referred Christina to Jill who would be able to help her with questions and issues regarding SPOL.

Kathleen mentioned that tomorrow Tina Aguirre would be in the Math Lab all day and sitting down and working with people who have questions regarding SPOL.

### **B. Academic Senate Report**

Michael reported that the Senate approved the Accreditation follow-up yesterday.

He also reported that in the AS meeting, Dave Drury reported that they are trying to do away with the Athletic Director position with the faculty and maybe replacing that position with the Foundation Executive Director.

Another thing that people are concerned about is the library. The fact that the Student Health Center will be relocated there is a big concern to a lot of people. The library staff was told, rather than consulted, that health services would move in. Michael noted that there should have been more oversight from shared governance on this decision.

David also shared that he had heard that a Planned Parenthood would be included in the Student Health Center.

### **C. AB86 Report**

Audrey reported that the clock is ticking on AB86. Some of the dates, December 31<sup>st</sup>-the budget is due. March 1<sup>st</sup>-the final plan needs to be turned in. It's going to be implemented starting in July. She was asked to be a liaison to work with the pathway for the high school and the HS completion - GED. Her goal is to make sure that our students are prepared and that there's not a gap. She said there seems to be a big gap for students between their ESL classes and English 8.

Audrey asked the group if they came up with any questions or ideas, to please send them to her and she would see what she could do.

### **VI. Other**

Because offering ENGL 008 as a hybrid class is a major issue, we'll wait for that discussion to take place in March.

In regards to the Bridge Program, it looks like we've at least filled one class. Currently there are 18 students who want to bridge over to English classes. Diana and Elizabeth are teaching reading and writing. Two ESL instructors, Sydney Rice and Holly Chase are teaching study skills and ESL Pronunciation/Listening.

### **VII. Adjournment – Meeting adjourned at 12:59pm**

Kathleen asked for a motion to adjourn the meeting until Tuesday, March 17, 2015.

**(M/S/C – M. Heumann/A. Morris)**