

English Department

MEETING MINUTES

August 14, 2015

Room 2728, 1:30 p.m.

PRESENT

Baukholt, Robert

Dorantes, Kathleen

Howell, Kevin

Patterson, James

Shaner, Christina

Bemis, Roberta

Garcia, Olivia

Lay, Nancy

Rapp, Frank

Simpson, Scott

Cormier, Judy

Heumann, Michael

Morris, Audrey

Rowley, Deirdre

Tirado, Xochitl

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

The meeting was called to order at 1:31 p.m.

II. **Welcome**

Kathleen welcomed everyone back to a new school year. She presented James with a CTA Union Thug mug and welcomed him back to teaching faculty. Kathleen asked for everyone to pair up with someone and share two interesting things they did over the summer.

III. **Approval of Minutes – June 11, 2015**

The minutes of June 11, 2015 were approved as presented.

IV. **Discussion Items**

1. **Faculty Phone List**

Kathleen passed a list around and said it was completely optional for faculty to share their phone numbers with her. She had a situation earlier in the week where she needed to contact a faculty member but didn't have the phone number.

2. **Meeting List for the Year**

A list of department and special meetings with dates was distributed. English Department Meetings will be held the second Monday of the month with the exception of February's meeting which will be on February 29th. All meetings will take place in Room 2721.

3. Tenure Process

Team Leaders for the following Tenure Review candidates are:

- Kevin Howell –James Patterson*
- Xochitl Tirado – Michael Heumann
- Audrey Morris – Deirdre Rowley

4. Syllabus Template

Kathleen asked everyone to make sure that they follow the syllabus template. She also asked that faculty be more specific on their syllabi. For instance, instead of writing "Essays=60%," delineate the percentage or points of each essay. She also asked faculty to list a grading scale, such as 90%=A, 80%=B, and so on.

5. Student Success and Equity Representative

James will be the representative for the English Department.

6. Common Final in ENGL 008

The ENGL 008 Final came about differently than the ENGL 009 Common Final. The 009 final was discussed extensively in the ENGL Department. We had surveys, and it was voted on and was accepted by the Department to have the Common Final. We didn't do that with 008, so Kathleen would like to do that with the 008 and decide if we want to have it for English 008. Since it is a discussion item today, Kathleen asked for the Department's thoughts on it.

- Kathleen asked the part-timers about it the night before at Orientation. They all had positive things to say about it.
- Deirdre mentioned that they just came out of the SLO/PLO meeting, and different types of assessments were discussed. One of the assessments was a standardized exam (a locally developed exam). Therefore, the English Department is right on track with its common final.
- Kevin said that he didn't like the Common Final at first, but that it has now grown on him. He said it was nice to see how other teachers grade. He also said that as long as the instructor of the class has the final say on it, he's okay with it.
- Olivia feels that the common final both takes responsibility from her and adds responsibility to her. She doesn't get to completely grade her own finals and has no say in how she believes her own students have done. She feels that once she gets to the end of the class, it's not hers. She doesn't get to grade her own finals and has no say in how she believes her own students have done other than a possible tie-breaking read and is asked to give final grades to other instructor's finals, regardless of what was taught in those classes. She feels that the time spent grading the common final is

time that she could have used working on her own finals/research papers.

- Deirdre said that in the 008 level, it would be better to give students just a general prompt instead of asking them to respond to a reading. Kathleen said English 8 instructors talk about that every semester when they meet to discuss the final. Kathleen asked the faculty what their thoughts were about using a reading to develop a prompt for the English 8 final. She said that an SLO of English 8 is being able to respond to a reading. However, she said the SLO can be changed. Michael said that students need to have a certain level of reading comprehension in 009 that he doesn't think is necessarily true for 008.

Kevin asked that if we didn't do the common final for English 008, would we have to come up with another SLO instrument. The answer is yes.

Kathleen said she'd like to take a vote at the next meeting whether to have the Common Final in ENGL 008. It won't change for this semester. Discussion can continue via email.

Kathleen mentioned that ESL is doing something very interesting. Sydney Rice is developing a Blackboard site with all the SLO's for all their classes and they have a common instrument, a common assignment. Kathleen feels that it'll be difficult for English to come up with something like this, a common assessment for English classes that do not use a common final (English 8 and 9), but she would like to see if something like this can be done for English also.

Kathleen wanted to talk about percentage of grade instructors use for the ENGL 008 and ENGL 009 common final. Some only give it 5%. Some give it 30% which she said is a little bit too high. State Ed Code says you can't have one test that passes or fails you from the class.

7. Jay Lewenstein's Display

Jay Lewenstein, adjunct faculty member, will take over the display case. Jay's students produce binders in his composition class. His students write blog postings in his composition classes. He will put up a display of his student's work. Kathleen passed around some of the interesting work that some of his students have done.

Reports

1. Chair's Report

a. Dismissing Class Early

Kathleen shared some Instructional Council Meeting reminders. Don't dismiss your classes early. Try to stick to the times that you were given for class meetings.

b. Census Rosters

Census Rosters are due Sunday, August 30th. Do not submit them too early, but we were given no date as to when you can begin submitting census rosters. Kathleen advised to wait until the second week, like maybe Wednesday or Thursday.

c. Final Grades

Final grades are due Thursday, December 17th. She advised faculty to turn in grades well before that day, because administration gets very worried when faculty wait until the last day to submit grades. By Wednesday of that week, the Administration starts sending out lists with names of instructors who haven't turned in their grades.

d. No Shows and Enrollment to Cap

Please drop your no-shows online as we've been doing for the past year. You are required to take enrollment to cap through the addition period, which is the first two weeks.

e. Forum on Canvas

There will be a forum on Canvas, Wednesday, September 9th from 10 a.m. to 3 p.m. Kathleen asked Xochitl and Audrey who are involved in OEI (Online Education Initiative), a state-wide program, if they knew they were going to be starting Canvas in the spring. Xochitl said that they keep changing the dates on them. Michael said that some of the pilots in the spring didn't go as well as they thought, so the shift to Canvas might occur in the summer. More than likely, though, people will have access to Canvas. Kevin said that he likes it and that it's user friendly. He's doing his e-portfolio for the practicum, he said it's easy. He said if you can use Blackboard a little bit, you'll be fine using Canvas.

2. Reading Task Force

Audrey said that the Reading Task Force is set to meet Monday, August 24, but because her grandbaby is due around that time, she would like to delay the meeting to Sept. 10.

Also, the College Reading and Learning Association meeting is in Portland, Oregon, November 5-8th and that's some of the information she wants to get out. Audrey is going to check with Basic Skills for funding. The keynote speakers are Linda Nilson, author of *Creating Self-Regulated Learners* and Kyle Bowen, Director of Educational Technology Services at Penn State.

3. Academic Senate Report

Michael reported that there is an at-large vacancy that the Senate will fill this semester. Michael and Olivia will send something out regarding the vacancy soon.

Michael said there are budget issues, but he doesn't know the extent of them. He'll find out fairly soon.

The Learning Services re-organization plan was given approval by the Senate at the end of last semester, and there was supposed to be a presentation to the Board about this. It's been postponed for the last two months. Michael talked to IVC President Victor Jaime, and Dr. Jaime said that he wanted to wait until faculty gets back to give that presentation. A lot of faculty said they had concerns about the plans. Michael said they're not really sure about the update on Learning Services.

V. Other

Kevin talked about Remind.com. When Kevin teaches online, he gives his students his cell phone number so that they can text him if they have questions. He uses an App called Remind.com. It's free and the students can't see your phone number and instructors won't see theirs. Texting is just another way for students to contact him.

Audrey said that Xochitl and she are piloting something called Quest for Success for students taking online classes. There are exercises involved for the students to remediate. It helps the students find out where they stand on online readiness.

VI. Adjournment

The meeting was adjourned at 2:22 p.m.

*Since James Patterson is no longer interim dean of Arts and Letters, Kathleen Dorantes will take over as chair of Kevin Howell's tenure review committee.