

# English Department

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**MEETING MINUTES**  
**December 10, 2015**  
**12:50-1:50 p.m.**  
**2700 Building Employee Lounge**

**PRESENT**

Baukholt, Robert	Bemis, Roberta	Simon, Darren
Cormier, Judy	Dorantes, Kathleen	Elliott, Kaylene
Garcia, Olivia	Guijarro, Jose	Heumann, Michael
Howell, Kevin	Kemp, Elizabeth	Lay, Nancy
Morris, Audrey	Patterson, James	Rapp, Frank
Rowley, Deirdre	Simpson, Scott	Tirado, Xochitl

**ABSENT**

Shaner, Christina

**GUESTS**

Dorsey, Tanya

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

The meeting was called to order at 1:30 pm.

**II. Welcome**

Kathleen welcomed everyone.

**III. Approval of Minutes – October 12, 2015**

The minutes of October 12, 2015 were approved pending the following change:

~~Bemis, Robert~~ will now read *Bemis, Roberta*

**IV. Discussion Items**

**1. Program Learning Outcomes**

Kathleen asked faculty to review the Program Learning Outcomes to make sure they work for everyone. The consensus was that the PLOs were fine.

**2. Student Learning Outcomes**

SPOL has proven to be difficult to work with for many instructors across campus and not very user-friendly. James and Michael stated they are currently working on their Student Learning Outcomes for English 201 and 110. Kathleen said that the common final will make entering statistics for English 8 and 9 very easy, and she will take care of those SLOs.

### **3. Multiple measures for placement**

The state wants students to move through college at a faster pace. Students can now request to move up to higher levels through the “multiple measures placement” at the Assessment Center. The students need to write an essay and submit their transcripts and other documents. Then, the English Chair looks at the essay and paperwork and decides if the Accuplacer placement is the correct spot.

### **4. Embedded tutoring program**

Josue Verduzco has created an embedded tutor program that has now expanded. Kathleen asked the instructors if any are interested in placing a tutor in their classes to contact Josue. There are some adjunct faculty who have applied for the tutor positions.

### **5. NADE conference March 16-19, 2016**

Kathleen stated that the NADE conference for developmental education will take place in Anaheim March 16-19. Anyone wishing to attend should contact Kathleen as the costs can be paid through Basic Skills money.

## **V. Reports**

### **1. Chair’s Report**

#### **a. Faculty milestones**

Kathleen announced the following faculty milestones:

- Scott will be on sabbatical in the spring semester in order to work on an English workbook for students.
- Congratulations to Jose Guijarro on his recent marriage.
- Congratulations to Angel Sandoval on his recent marriage.
- Congratulations to Elizabeth Kemp on her recent engagement.

### **2. Reading Task Force (Audrey Morris)**

Audrey reported that the reading task force will continue its work on promoting reading in the spring.

### **3. Student Success and Equity Committee (James Patterson)**

James reported that the committee met in November. The plan will be revisited in the future.

### **4. Academic Senate Report (Michael Heumann)**

Michael stated that the Senate approved Canvas for campus-wide use a year and a half from now, but it will become official in spring 2017. Also, the accreditation midterm report will be due in a couple months.

### **5. Reading/Writing Lab (Terry Norris)**

No report.

## **VI. Other**

Faculty met yesterday, December 9<sup>th</sup> to grade common finals for ENGL 009. Grading of ENGL 008 common finals is currently taking place.

## **VII. Adjournment**

The meeting was adjourned at 1:50 p.m.