

**English Department Meeting Agenda**  
September 12, 2016  
12:50 PM in Room 2721

**I. Call to Order**

**II. Consent Agenda**

1. June 9, 2016 English Department Meeting Minutes
2. August 12, 2016 English Department Meetings Minutes

**III. Discussion & Information Items**

1. Departmental Changes
2. Winter & Spring 2017 Schedules
3. SLO Assignments
4. OEI Instructors Teaching Online
5. Professional Learning Networking—James Patterson
6. Classroom Desk Etiquette

**IV. Reports**

1. SLO—Kevin Howell
2. Distance Education—Xochitl Tirado
3. Basic Skills—Audrey Morris
4. Reading Task Force—Audrey Morris
5. Non-credit English classes—Kathleen Dorantes

**V. Other**

**VI. Adjournment**

**Next department meeting:** Monday, October 10, 12:50-1:50 in 2721

# English Department

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## MEETING MINUTES

June 9, 2016

12:50-1:50 p.m.

Staff Lounge 2700 Building

### PRESENT

Baukholt, Robert	Cormier, Judy	Dorantes, Kathleen
Garcia, Olivia	Heumann, Michael	Howell, Kevin
Lay, Nancy	Morris, Audrey	Patterson, James
Rowley, Deirdre	Shaner, Christina	Tirado, Xochitl

### ABSENT

Rapp, Frank	Simpson, Scott (Sabbatical leave)
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### GUESTS

Dorsey, Tanya	Elliott, Kaylene	Norris, Terry
Sykora, Sacha		

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

The meeting was called to order at 1:15 p.m.

#### II. **Welcome**

Welcome, everyone.

#### III. **Approval of Minutes – May 9, 2016**

The minutes of December 10, 2015 were approved as presented.  
(M/S/C Cormier/Heumann)

#### IV. **Discussion Items**

##### 1. **New proposed block schedule for fall 2017**

- There are issues with current time blocks which has prompted the creation of a new time block grid for fall 2017
- Currently, campus hour falls during prime time making it difficult to fill five unit blocks
- New time blocks will be tested during fall 2016 and will be in use during the 2017/18 academic year
- Judy stated that the late 4 p.m. classes would probably work best on MW or TR and not MWF because students do not like that time block
- Many more classes can be scheduled before the proposed new campus hour

## **2. MLA updates**

- Faculty reviewed MLA 8 handouts; MLA 7 vs. MLA 8 and Fundamentals of an MLA 8<sup>th</sup> Edition Citation
- Kathleen passed around MLA 8 handbook for anyone wishing to review it

## **3. Positivity**

- Kathleen stated that students' perception of the English Department may be negative.
- Faculty felt that venting about students between peers can be helpful in order to get advice in dealing with similar situations
- Kevin stated that having taught ESL students in the past, they have expressed that they are made to feel that they will not pass by their English instructors. Tanya agreed in that ESL students have voiced the same opinion and that they do not feel confident in being able to pass certain courses.
- Kevin emphasized that students who are not doing well should not be passed but they should be encouraged and helped along the way. Kathleen asked Kevin for advice in dealing with ESL students and he stated that students who immerse themselves in English do better than those who don't.
- Xochitl stated that students can be hard-working, but it can get frustrating for teachers at times when they come from ESL unprepared. Tanya reiterated Kevin's statement regarding students needing to continue practicing English in order to do well.

## **V. Reports**

### **1. Chair's Report (Kathleen Dorantes)**

- a. Full-time English faculty new hire
  - New English faculty has been hired but not able to announce name at this time
- b. Non-credit task force
  - There will be a meeting on June 21<sup>st</sup> to discuss the development of four non-credit courses that will be good for ESL students who feel unprepared to go into ENGL 008
- c. Multiple Measures
  - Two of the ENGL 009 have been changed to ENGL 110 and enrollment will be monitored
- d. Update on Common Assessment
  - No update

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

Committee did meet but nothing new to report. Will pick up in fall

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

No report

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

Michael reported that Academic Senate casino night raised \$3,000 for the foundation. Mary Lofgren will be the president next semester and Xochitl and Olivia will also be joining in the fall.

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

Terry stated that many students attended several workshops and trainings. About 5,556 students in total used the Reading/Writing Lab over the course of the semester. There will be a new tutoring program available to students over the summer session

**VI. Other**

- Kathleen stated that embedded tutors have been working well and will continue to be funded for fall. Please contact Josue Verduzco for more information
- The department thanked Kathleen for a job well done and her two years of service as Department Chair

**VII. Adjournment**

The meeting was adjourned at 1:55 p.m.

# English Department

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## MEETING MINUTES

August 12, 2016

2:10-2:50 p.m.

Room 2721

### PRESENT

Baukholt, Robert  
Dorantes, Kathleen  
Howell, Kevin  
James Patterson  
Tirado, Xochitl

Bemis, Roberta  
Garcia, Olivia  
Lay, Nancy  
Rowley, Deirdre

Cormier, Judy  
Heumann, Michael  
Morris, Audrey  
Spence, Cynthia

### ABSENT

Christina Shaner

#### I. Call to Order (Michael Heumann)

The meeting was called to order at 2:10 p.m., and Cynthia Spence was introduced and welcomed to the English Department.

#### II. Consent Agenda

1. Minutes of June 9, 2016 English Department meeting

Approval of the minutes was postponed until the next meeting.

#### III. Discussion & Information Items

1. Start of the semester reminders

Michael reminded the English faculty that syllabi are due on the college's syllabi side by the start of the semester. He also reminded the faculty to use the Webstar Faculty Drop roster to drop students who do not attend on the first day of the semester. Census rosters are due Aug. 28.

If faculty is absent, Michael said to remember to report it to all of the secretaries, the chair, the dean, and someone in the front office, such as Martha Navarro.

Faculty is obligated to take crashing students up to the class cap, which is 30 students, until the date of census.

## **2. Faculty Observations**

Michael said that full-time faculty that are schedule to be evaluated this semester are Rob Baukholt, James Patterson, and Olivia Garcia. Cynthia Spence will begin the tenure process, and she will also be observed this semester.

## **3. Canvas vs. Blackboard**

Michael said that faculty could use Blackboard through the spring semester. He said that the new plagiarism tool on Canvas, Verisite, is in the process of being added to Canvas. Michael volunteered to be the English contact person for Verisite.

English faculty that have used Canvas a lot that could be contacted as resources are Kevin Howell, Audrey Morris, and Xochitl Tirado.

## **4. Updated contact information**

Michael reminded faculty that if they had updated contact information, such as a phone number or address, to let the department secretaries and HR know.

## **5. Tutoring and Embedded Tutors**

Michael said several English instructors are using embedded tutors in their classrooms this semester, and there are still some openings in case an instructor would like one. Contact Josue Verduzco for more information.

## **6. Comprehensive Program Review—English Major**

Since the college is off accreditation probation, program review will now be on a three-year cycle. Michael said he would like to divide up various components of program review and do something every year. This year, the department will review the English Major program.

## **7. Possible Change to the College Hour 2017-2018**

Michael said the Academic Senate will discuss moving the College Hour to later in the day for the next academic year.

## **8. SLO Assessment and Data**

Michael said Dean Zielinski is looking into alternatives to SPOL. James Patterson said that SPOL was supposed to close the loop of SLO assessment, and that if we decide to eliminate SPOL for something else that now is the time because IVC does not have another accreditation report for three years.

Four-unit classes will assess SLO #1, and three-unit classes will assess SLO#2. For specialty and literature classes, all three SLOs will be assessed.

#### **IV. Reports**

##### **1. Distance Ed update**

Michael said there is no Distance Ed coordinator yet, but that he is on the hiring committee.

##### **2. Basic Skills Update**

Audrey Morris is the new Basic Skills Coordinator. Audrey said the first Basic Skills meeting of the semester will be Tuesday, Sept. 6 at 12:50 p.m.

##### **3. Non-Credit English Classes**

Kathleen Dorantes said the Non-Credit Task Force met a couple of times over the summer and wrapped up four non-credit English classes and a non-credit certificate. Kathleen said that all that was left was to input the information into Curricunet. The earliest the non-credit English classes could be offered is Fall 2017.

#### **V. Other**

There was no "other" information.

#### **VI. Adjournment—2:50 p.m.**