

English Department

MEETING MINUTES

April 11, 2016

12:50-1:50 p.m.

Room 2721

PRESENT

Baukholt, Robert
Heumann, Michael
Patterson, James

Cormier, Judy
Howell, Kevin
Rapp, Frank

Dorantes, Kathleen
Morris, Audrey
Rowley, Deirdre

ABSENT

Garcia, Olivia Lay, Nancy Shaner, Christina Tirado, Xochitl

GUESTS

Kemp, Elizabeth Norris, Terry

I. Call to Order (Kathleen Dorantes)

The meeting was called to order at 12:55pm.

II. Welcome

Welcome everyone.

III. Approval of Minutes—March 6, 2015

(M/S/C M. Heumann/F. Rapp)

The minutes were approved as submitted.

IV. Action Items

Discussion Items

(M/S/C J. Patterson/M. Heumann)

There was one nomination for this year's English Student of the Year. Franchesca Caliwan's name was submitted by Kathleen Dorantes. The department voted to unanimously approve this student as English Student of the Year.

V. Discussion Items

1. Changing Department Class Selection Policy So That Instructors Who Teach ENGL 010 Actually Have Training in Teaching An Accelerated Class

Fourteen instructors have signed up for the training workshop on April 30, taught by a 3CSN trainer, Summer Serpas, from Irvine Valley College. It is a seven-hour workshop. Kathleen asked the group if they thought seven hours was enough time to cover everything, Michael Heumann thought it was. Kathleen will bring this item back next meeting as an action item.

2. Discussion on Credit by Exam for Transfer Level Courses

Kathleen said that Curriculum wants to update its “Credit by Exam” list. These classes must be transfer-level classes, and instructors would need to develop an exam that meets all of the objects and Student Learning Outcomes of the class according to the Course Outline of Record.

All of the transfer level English classes were discussed, and after some discussion, it was decided that the following two classes with an instructor could be put on the list for Credit by Exam:

English 102--Judy Cormier

English 226--Michael Heumann

3. Discussion on Essay Feedback Methods.

Kathleen gave a demonstration on screen casts. She uses these to help with grading her papers and collaborating with the student. She said that she and Kevin Howell use Screencast-o-matic for these screencasts, but Camtasia can be used as well. She said she has received positive feedback from her students about this method of student response. Any instructor who wishes to use this method and has questions should direct them to Kathleen.

VI. Reports

1. Chair’s Report (Kathleen Dorantes)

a. Full-time English Faculty Replacement

A replacement will be hired for Frank Rapp who is retiring in June.

b. April 30 Training for Accelerated Class

There will be a workshop for those interested in teaching ENGL 010, an accelerated composition class.

c. April 20th Film Presentation on Bipolar Disorder

On April 20th at 1:00 p.m., adjunct faculty member Jay Lewenstein in conjunction with the IVC Student Health Center will be presenting a movie documentary on Bipolar Disease in 2734. Kathleen encouraged English instructors to let their students know about the presentation and even offer extra credit.

d. Update on Common Assessment

Kathleen said that Norma Nuñez feels that things are moving along a lot faster than we had anticipated. She said to hold off on changing right now because we will have to get a team together over to the summer to start discussing and developing the Common Assessment.

e. Adjunct Class Selection for Fall 2016

Class selection for adjunct faculty begins Wednesday, April 13th. Kathleen stated that if any full-time faculty wants an additional class, please choose before the adjunct faculty selects classes.

f. English Standards Committee Progress

The Common Final was discussed as were some standard exams.

2. Reading Task Force (Audrey Morris)

Next meeting is Thursday, April 14th.

3. Student Success and Equity Committee (James Patterson)

The March meeting was cancelled, next meeting Tuesday, April 12th.

4. Academic Senate Report (Michael Heumann)

Michael reported that there is an AdHoc Committee to redesign the ESL Program. There is supposed to be a plan at the end of April. The Academic Senate is looking for representatives from the ALLS Division.

5. Reading/Writing Lab (Terry Norris)

So far 571 students have used resources available to them in the lab. There are currently two tutors in place and three more are being hired.

VII. Other

The ESL Department would like to develop two classes equivalent to ENGL 008 and 009. They would have more units than the 008 and 009 and would be paired with Reading classes. These classes would be geared specifically to student who come to English through the ESL program.

VIII. Adjournment

The meeting was adjourned at 1:55pm.