

# English Department

---

## 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.**