

English Department

MEETING MINUTES
September 12, 2016
12:50-1:50 p.m.
Room 2721

PRESENT

Baukholt, Robert	Bemis, Roberta	Cornier, Judy
Dorantes, Kathleen	Heumann, Michael	Howell, Kevin
Lay, Nancy	Morris, Audrey	Patterson, James
Rowley, Deirdre	Shaner, Christina	Spence, Cynthia
Tirado, Xochitl		

ABSENT

Garcia, Olivia (SL)	Simpson, Scott
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GUESTS

None

I. Call to Order (Michael Heumann)

The meeting was called to order at 12:53 p.m.

II. Consent Agenda

1. June 9, 2016 English Department Meeting Minutes
 - The minutes were approved as presented (M/S/C Dorantes/Morris)
2. August 12, 2016 English Department Meeting Minutes
 - The minutes were approved as presented (M/S/C Dorantes/Morris)

III. Discussion & Information Items

1. Department Changes

- Xochitl has taken on a new role as the Distance Education Coordinator while continuing to teach part-time for the English Department. Starting week 3 of the semester, Nikolai Beope took over her classes as the new full-time temp. The college will be advertising for a full-time position during the spring 2017 semester.
- Kevin along with Jill Kitzmiller from the Math Department will be the SLO coordinators. Starting spring 2017, Kevin alone will be the SLO coordinator.

2. Winter & Spring 2017 Schedules

- There are unstaffed classes available for spring 2017. Faculty have the option to swap classes before sent out to part-time faculty within the following week.
- Cynthia and Nikolai have yet to pick classes for spring.

3. SLO Assignments

- SLO assignments were emailed to faculty along with the meeting agenda. If there are any issues with the assignments, please let Michael know.
- Michael has been having issues with SPOL and will be working this out with Dixie Krimm.

4. OEI Instructors Teaching Online

- Michael stated that OEI classes are to be taught by Xochitl but due to her new full-time DE position she will be picking classes as part-time faculty. He asked faculty if an exception to the rule should be made for her to choose in a full-time faculty position for fall 2017.
- Kathleen replied that only Xochitl and Audrey teach OEI classes so they should be given these classes.
- Michael stated that this is only for discussion but may be voted on at the next department meeting.

5. Professional Learning Networking – James Patterson

- James stated that he attended a meeting in June where they discussed that professional development should be offered for all levels of employee.
- He gave the following website to faculty from the chancellor's office: <https://prolearningnetwork.cccco.edu>

6. Classroom Desk Etiquette

- Faculty is asked to keep desks as they were if they are moved around. Also, please clean boards after use.

IV. Reports

1. SLO – Kevin Howell

- Kevin stated that a report will be due in March so he will be collecting information in the coming months. Also, SLOs should be mapped.

2. Distance Education – Xochitl Tlrado

- Xochitl stated that she was still in the learning process of her new DE position. OEI will be launching in fall 2017. In spring 2017, eight community colleges will be using OEI and will hopefully be successful.
- The IVC DE Committee has not met yet but will be discussing the transition from Blackboard to Canvas for online teachers. They may also discuss developing an online ENGL 008 and ENGL 102.
- Xochitl stated that there is about a one year turnaround time to develop an online class. This may be shortened for teachers who have already developed online classes.

3. Basic Skills – Audrey Morris

- Audrey stated that there is very little money in Basic Skills due to subsidizing the Math lab.

- Audrey, Kathleen, Kevin, and Xochitl are working on a project for a repository of Basic Skills videos. They will also be prioritizing ongoing projects.

4. Reading Task Force – Audrey Morris

- They have not met yet but are working on outlines and objective to present soon.

5. Non-credit English Classes – Kathleen Dorantes

- There is not much too update but will be going up on CurricUNET soon. Classes to launch fall 2017.

V. Other

- Michael stated that not a lot has happened in Academic Senate although there are some concerns about the overall budget and funding for the next couple of years. A committee will be forming soon to address these issues.
- Michael stated that is imperative for OEl to succeed or else the college will have to pay for Canvas.

VI. Adjournment

The meeting was adjourned at 1:36 p.m.