

# English Department

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## MEETING MINUTES

October 10, 2016

12:50-1:50 p.m.

Room 2721

### PRESENT

Bemis, Roberta  
Garcia, Olivia  
Lay, Nancy  
Simpson, Scott

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

Dorantes, Kathleen  
Howell, Kevin  
Rowley, Deirdre

### ABSENT

Baukholt, Robert (SL)  
Tirado, Xochitl

Shaner, Christina (SL)

Patterson, James

### GUESTS

Krejci, Caroline

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

The meeting was called to order at 12:55 p.m.

#### II. Consent Agenda

- September 12, 2016 English Department Meeting Minutes
  - The minutes were approved as presented (M/S/C Dorantes/Rowley)

#### III. Action

- Allow OEI-approved faculty in English to select at least one online course each Fall/Spring semester, regardless of his/her place on the seniority list.
  - Deirdre asked what OEI requires. Audrey responded that not all online teachers are OEI approved faculty. They must also follow very specific rubrics. Michael stated that OEI classes may expand if the pilot program is successful.
  - Vote: M/S/C Dorantes/Cormier Abstention: Morris

#### IV. Discussion & Information Items

##### 1. Schedule Selection for 2017-18

- Faculty must choose 2017-18 classes in November.
- There are currently nine unstaffed classes for spring but 4 will be cancelled. If any faculty is interested in teaching any of these classes, they are to let Michael know.
- Due to the loss of part-time faculty and full-time faculty release, there are not enough instructors.

- Faculty reviewed the 2017-18 schedule and there is concern over staffing classes. World Literature was discussed to see if it is a necessary class. Deirdre stated that it would be a good option for OEL. Cynthia is able to teach Linguistics which Ed Scheuerell has been teaching. This class will be offered again in the following year.

## **2. Program Review: English Majors & Graduates**

- Through Program Review, we will be requesting two new full-time faculty members, one to replace Xochitl and possibly a new position. This will show precedent for need later on.
- Course Enrollment Data spreadsheet was reviewed. It shows a jump in English for transfer. It will be emailed to faculty to aid with schedule development and Program Review.

## **3. Reading Program**

- Not discussed

## **4. SLOs and Learning Mastery Tool in Canvas**

- This program allows faculty to enter outcomes and rubrics with SLOs. It will also compute SLO data for you.
- Xochitl may add an English Department shell on Canvas to share rubrics, etc.

## **5. Professional Development Opportunities**

- Audrey stated that on October 28<sup>th</sup>, there will be a Learning Communities Consortium in Norwalk and she and Cynthia will be attending. Please let her know if interested in going.
- On December 3<sup>rd</sup>, there will be a Contextualized Basic Skills meeting in Palomar College and Michael and Audrey will be attending.
- There will be a summer State Academic Senate Part-time Teachers Summit for Basic Skills. May be able to get funds to send part-time faculty.

## **V. Reports**

### **1. SLO – Kevin Howell**

- Kevin stated that SPOL trainings will begin in November. There is currently a video out that helps faculty with SPOL.
- Kevin and Michael will be meeting to discuss cutting down SLOs. Kevin believes we need at least two SLOs per course.
- Faculty stated that some students can meet SLO standards yet still fails essays or class.

### **2. Distance Education – Xochitl Tlrado**

- Not discussed, Xochitl out of town

**3. Basic Skills – Audrey Morris**

- Audrey stated that there is a new structure for Basic Skills such as tutors in classrooms, contextualizing, and other practices that have been used to help students.

**4. Reading Task Force – Audrey Morris**

- Audrey stated that they were able to trim down SLOs from three to one for Reading classes.

**5. English Standards Committee**

- The committee will be discussing SLOs.

**VI. Other**

- No other items of discussion

**VII. Adjournment**

- The meeting was adjourned at 1:51 p.m.