

# English Department

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## MEETING MINUTES

June 8, 2017

1:00-2:00PM

Staff Lounge

### PRESENT

Baukholt, Robert  
Dorantes, Kathleen  
Howell, Kevin  
Patterson, James  
Simpson, Scott

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

Cormier, Judy  
Heumann, Michael  
Morris, Audrey  
Shaner, Christina  
Tirado, Xochitl

### ABSENT

Beope, Nikolai

Howell, Kevin

### GUESTS

Elliot, Kaylene  
Kemp, Elizabeth

Krejci, Caroline

Lewenstein, Jay

### I. Call to Order

The meeting was called to order at 1:25pm by Chair Michael Heumann.

### II. Consent Agenda – May 8, 2017 (M/S/C R. Baukholt/J. Cormier)

The minutes were approved as corrected.

### III. Discussion & Information Items

#### 1. Summer School

Michael said that generally for the college, we are well over what we expected for the summer session. We expected around 450 FTES but currently we are up to about 520 now. It doesn't include classes that will be held at the prison so it'll go up a few but at the same time we'll lose a few during the first week like students who don't show up and other things. Ideally for the college though we needed to reach 544 FTES for this summer session so that we could get what we needed for enrollment for the year. It was a tall order, nobody expected us to get close but we are getting close! We're doing our part in English Michael mentioned. He sent out an email about an ENGL 201 that was available. Aaron Abubo is going to be teaching it. It was noted that quite a few English instructors will be teaching this summer.

#### 2. Course Outline Revisions—Update

Audrey and Michael have been working on the course outline revisions. They're done with ENGL 008, 009, 010 and 110. They're about to start working on a couple of the Reading ones. He's hoping to have them all to show the group at the first meeting in August. There aren't any massive changes--just changing the language so that there is more consistency in terms of progression from 008 to 009 to 110. James asked if the topic of plagiarism was incorporated in these revisions and Michael said yes. He said that he believed there are a couple of different things in them that address plagiarism in one way or another and not just the research. They haven't started on ENGL 201 but Michael said that he'd rather talk to the people that teach it, including Christina, Judy and James, to see what they think needs to be revised. This will take place in the fall.

Michael mentioned that the main reason they started revising the course outlines is that ICOE wants to develop classes that are near our 008 and 009 for their HS seniors. This is so that students who take it pass those classes while they are still in HS and can automatically be enrolled in 110 when they get to IVC. There were some problems with our course outlines that needed to be addressed before we could get that started.

### **3. DE Course Selection**

At the last meeting we talked about a lot of people wanting to teach 110 online and not having as many sections of it to teach. One of the proposals was to have everybody teach one section of OL 110. There was no vote today but Michael will put it on the agenda for the first meeting in August. He wants to make sure that this is okay with everyone.

Kathleen had a question for James. She asked him since he's been doing the large quota class on ENGL 201, why doesn't he just offer it as two sections. He responded that he's been looking at the end result and that this semester he opened it up to 55 and he only has 16 that are completing the course. He said that until he can get his end numbers up, he's taking all the extra students he can. Kathleen then asked James that if once the students drop to only 30 at census, does he get paid for only one section. Michael responded that James is not asking for more pay for doing a large quota class. Michael said that it would have to be designated as a large quota class in order for him to get the pay. James is voluntarily adding students to his class.

James mentioned that the two-year right of first refusal is done. Anybody that is interested in developing the 201 class can do so.

### **4. English 010 Hybrid/Online**

Kevin proposed that we consider offering ENGL 010 as a Hybrid class. We've not done that before. We would have to designate it in the course outline of record as eligible for hybrid or online instruction. Right now our 009 class is online and seems to be going pretty well. ENGL 008 was discussed but the group agreed that no, it would be a good idea to offer it as an online class. He asked what were their thoughts about having 010 going as a Hybrid, not an online class. Kathleen said she thought it would be well suited for a hybrid

class because it does meet for a longer period of time. Audrey thought so also because part of it is a lab and there's an online component to it already. She'd want more information on it. There's certain online practices that work well with developmental or lower level students. She would like more information and maybe pilot it. One possible issue, Michael noted, would be the large amount of collaboration that takes place in 010. This can be accomplished online in lots of interesting ways, but we would need to be careful about how this class is taught if we went this route. Kaylene would prefer keeping it at a hybrid class and not online. Elizabeth asked for reasons why they decided against 008 online. James said that it was Brian McNeece's recommendation not to teach it online. Michael thinks that the reading level played a significant factor in not offering it online. It would be more of a challenge for students of 008. Michael thinks they decided as a department that they didn't want to pursue teaching it online. He said if someone would like to reopen that discussion he would be happy to put it on the agenda in the future.

James asked Xochitl what is the lowest math class that's taught online. She believes it's Math 091.

#### **IV. Reports**

##### **1. English Standards Committee—Michael Heumann**

Michael said that everyone is welcome to come to the English Standards Committee Meetings. They're going to be doing quite a bit with Reading and acceleration in 2017-18.

##### **2. Distance Education—Xochitl Tirado**

Just an update on OEI: they were going to start with OEI in the Exchange this fall, they had a meeting with the OEI IT Team and our IT Team and it's not going to be until spring. There's too much IT stuff that they have to do for them to be ready in fall. Audrey's class and her class are just about ready but it's all the other stuff. Also, we are now officially on Canvas exclusively. There's still training for Canvas going on. Michael asked how many people have not touched Canvas and have to figure it out this summer. There were quite a few. Audrey is willing to help.

##### **3. Basic Skills---Audrey Morris**

The new integrated committee has been formed, the Integrated Student Success Committee. It has not yet met. The Basic Skills Committee itself is still alive; they met on the 30<sup>th</sup> and they actually have some money left over. This money has to be spent. They are going to be able to order 25 computers, laptops that are going to go into a cart that we can use in our classes when we are teaching. Look for an email in the fall; it'll be available to be used in the classes with our students for writing.

Michael mentioned that this summer in July, Audrey, Deirdre, Scott, Roberta and Cynthia will be going to Anaheim for some acceleration training. It'll be intensive training in teaching classes like ENGL 010. A bunch of people going from our department and also from math. Our hope is that from that we can start doing some other types of training and discussion of the techniques they use in accelerated training. Ultimately it would be nice, because they have a training program, if

someone here on campus could go through that program to become a certified trainer her. Audrey said that that is the plan.

David, Robert, and Michael went through this sort of training years ago but they've enhanced it a lot since then.

## **V. Other**

Michael said that it's been a tough semester for a lot of us. It's been a good year overall for the department and for the college. He would like to give James a lot of credit because we're actually on track with Accreditation. James said that we set a very small goal for this semester. Michael said that we did but that at least most of it was met and that that's kind of nice to see.

James asked if we have a Senate Rep. Xochitl is our Senate Rep this year. No one wanted to do it so she volunteered. Cynthia shared that she attended a conference in San Diego. She wrote a report.

Have a great summer!

## **VI. Adjournment**

The meeting was adjourned at 1:55pm