English Department

MEETING MINUTES February 4, 2014 Room 2727 12:00PM

PRESENT

Baukholt, Robert Bemis, Roberta Cormier, Judy
Dorantes, Kathleen Heumann, Michael Lay, Nancy
Loper, Amy McNeece, Brian Morris, Audrey
Patterson, James Rowley, Deirdre Samaniego, Olivia
Shaner, Christina Tirado, Xochitl Zielinski, David

ABSENT

Lewenstein, Jay Rapp, Frank

GUESTS

Williams, Harriet

I. Call to Order (James Patterson)

Meeting was called to order at 12:00pm.

II. Consent Agenda (Approval of Minutes)

The minutes for November 19, 2013 were approved as corrected.

(MSC - R. Baukholt/M. Heumann)

(Correction was: There was a motion to withhold the English Department support for the development of the ESL Program courses.

(MSC - K. Dorantes/R.Bemis)

III. Reports

A. Department Chair Elections

Brian reported that James Patterson has been re-elected Department Chair for the years 2014-2016.

B. Enrollment Update

James reported that currently we have 83 sections of English and Reading up and running. Originally we had 96 sections scheduled but 13 of those were cancelled for a variety of reasons.

We are continuing to see a drop in student demand for Reading classes, particularly Read 019.

Census Rosters have been delivered to the boxes and A&R would like to get them back as soon as possible because the Instruction Office is currently building and setting the summer schedule. They want to get census numbers as quickly as possible to see what adjustments need to be made in summer. If we're falling short of our target FTES for spring, they'll make adjustments to the summer. Two weeks ago they were already seeing that we were going to come up short on our FTES for this semester. James was given the opportunity to put two more classes in to our summer schedule.

C. Summer Class Selection

We have completed round two of class selection. There's one class left, it's an evening Engl 009 class. James will make phone calls to capture someone who is interested in the last class.

D. Fall Schedule

Fall schedule is ready to go. James will prepare the email instructions, hopefully going out today, and we can begin class selection tomorrow, tomorrow being Wednesday, February 5^{th} .

James and Dean McNeece sat down last week and revised the fall offerings. They revised them according to the classes that were cancelled this semester. MWF afternoon classes did not fare well, probably because students do not want to be here on Friday afternoon.

Kathleen asked where Kevin Howell fits into the selection process. James said that he's coming in to our department with his original date of hire, and that's where he'll be on our seniority list. James doesn't have a date of hire for Scott Simpson, so he's not sure where he's at on our seniority list, but he will find out.

IV. SLO Lead Instructor Designations.

A. Instructor Designations are as follows:

ENGL 008 Robert Baukholt

As a side note for the ENGL 008, we're going to try to run a full common final essay exam this semester. Some of the instructors did a pilot in December, and we're going to try to do it with all instructors this semester. There are four full-time and four part-time instructors teaching ENGL 008 this semester.

ENGL 009	James Patterson	ENGL 201	Deirdre Rowley
ENGL 010	David Zielinski	ENGL 221	Christina Shaner
ENGL 051	Kathleen Dorantes	ENGL 270	Brian McNeece
ENGL 059	Roberta Bemis	READ 018	Nancy Lay
ENGL 102		READ 019	Nancy Lay
ENGL 110	Xochitl Tirado	READ 111	Audrey Morris

V. Discussion

A. Program Review

Our primary purpose in today's meeting is to discuss and hopefully approve the Program Review document. It's in a new format this year because eventually it's going to be uploaded into Strategic Planning Online (SPOL.) This is for 2013/2014 current year. We start with a review of Institutional Goals. Then we have to do an evaluation of our previous goals.

B. DE/Hybrid Classes

The English Department said last year that we wanted to continue to explore opportunities in online and hybrid class offerings. We have the online classes that we ran in the fall, and we have online classes running this spring and two hybrid ENGL 110's in the fall schedule. Mrs. Rowley is working on developing the 110 for the DE approval. Kevin Howell is considering developing ENGL 009 as an online course.

C. Linked Classes

James mentioned pairing Basic English Skill classes with GE classes. He would appreciate any ideas that anyone may have. Audrey stated that Xochitl and she have played with some ideas. Previously, Kathleen and Mary Jo Wainwright linked an ENGL 101 class with HIST 120. Kathleen said that she and Mary Jo had a little bit of collaboration, not a whole lot. She commented that the success rate of the linked class was better than her non-linked class. Audrey mentioned that at another school they offered a Department of Justice and ENGL 110 class as a linked class and it worked very well together.

D. Past Program Goal #3

For past program goal #3, is the evaluation of textbooks appropriate for each level of instruction, that's actually part of the department chair job description. James will be working on it this spring. If he has questions, he may be contacting the instructors. James has grade distribution data from fall semester. He needs to know who was using Aplia in the fall. This is just another research question to see if Aplia is having an effect in the different classes.

E. Embedded Tutor

Our Program Review last year asked for funding for the implementation of Embedded Tutors for the basic skills classes, specifically ENGL 009 and ENGL 010. This fall semester Brian was able to work with Terry Norris and Josue Verduzco to put together a basic skills initiative grant proposal, and we currently have tutors in two classes of ENGL 009 and two classes of ENGL 010.

VI. Action Item

A. Program Review

Motion to submit the Program Review to Dean McNeece (M/S/C M. Heumann/D. Rowley)

VII. A. Other

Dean McNeece invited everyone to the new Art Show that's opening on Friday at the Art Gallery this week and also they're unveiling the Honors Pathway of the bricks that have been sold over the years. He bought a brick for his dad who graduated from El Centro Junior College in 1949.

Also Brian mentioned that maybe we need to do some Professional Development so that a student has a reasonable expectation for a consistent chance of success in the classroom.

Brian also wanted to point out that many other departments are taking double, triple, and even quadruple loads, so they teach four classes in one room and they get paid for that in one session. Instructors are contracted to 15 hours with students per week; the students are getting the short shaft. This troubles him.

VIII. Adjournment

The meeting was adjourned at 12:45pm