

**Arts and Letters**  
**Division of Signs and Sounds**

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**Wednesday, April 20, 2011**  
**4:45 p.m., Bldg 2700-Room 2727**

**UNADOPTED MINUTES**

**PRESENT:**

Aguirre, Fernando (Adjunct)	Baukholt, Robert	Bemis, Roberta
Biley, Patti	Cormier, Judy	Contreras, Rosa (Adjunct)
Ferrell, Diane	Garza, Alex	Gonti, Carolina (Adjunct)
Garza, Alex	Guzman, Manuel	Heumann, Michael (Chair)
Howell, Kevin	Loper, Amy	Martini, Don
McNeece, Brian (Dean)	Mendoza, Liisa	Paine, Robin
Page, Bruce	Patterson, James	Ponce, Josefina
Rangel, Javier	Rapp, Frank	Rice, Sydney
Rowley, Deirdre	Ruiz, Jose (Chair)	Sanchez-Dominguez, Romano
Scheuerell, Ed	Swiadon, Glenn	Sykora, Sacha
Shaner, Christine	Simpson, Scott	Tirado, Xochitl
Zielinski, David	Hernandez, Sara	Espinoza, Grace

**GUEST(S):**

Magno, Jan, Dean of Enrollment Services

**1. Welcome**

Dean, Brian McNeece, welcomed everyone to the Arts & Letters Division meeting.

**2. Attendance and Administrative Drop Policy proposal (Brian McNeece)**

Janis Magno, Dean of Enrollment Services disseminated copies of Title 5 CA ADC § 55024 "Withdrawals," Title 5 CA ADC §58004 "Attendance Reporting Procedures" and CCC Chancellor's Office memo subject: Legal Opinion 11-04.

Jan stated that the language regarding attendance policy is vague. She has been meeting with Kathy Berry to review Ed Code Language. She stated that there are many gray areas that need to be reviewed. At this time the last day of attendance is mandated by the Federal government. Ongoing dialogue pertains to the need of keeping an attendance roster. More information as it becomes available.

**3. Reading/Language Lab drop policy (Jan Magno)**

Lengthy discussion ensued over the 'lab drop policy.' Jan Magno reported that it is against regulations to drop a student based on non-attendance for the lab portion of the class (Title V in the Ed Code §55003). She clarified that dropping a student who has nonattendance in the lab but attendance in the lecture portion is not legal. Jan stated that students have filed complaints with the Enrollment Office concerning this matter.

Dialogue that occurred pertained to: lab is a requirement (Robin Paine); can the process be changed as of today to comply with the current policy (Deirdre Rowley); can students who were dropped because of lab nonattendance be added back to

the roster (Roberta Bemis); lec/lab are actually two separate classes because the lab receives a .5 credit for each lab class (Ed Scheuerell).

Jan stated that this issue should be clear to both the instructor and admissions. Brian reiterated that it seems that the greatest concern is whether or not the student should be forced to complete the class.

**4. Evaluation of faculty and related matters**

Brian encouraged faculty members to participate in the evaluation of adjuncts. He stated that a faculty member may receive up to three hours compensation (pre-evaluation, observation, post-evaluation) for completing an adjunct evaluation. He gave a brief training on 'faculty observations' based on "What the Best College Teachers Do" by Ken Bain. The following criteria were reviewed (1) Standards; (2) Procedures; (3) Observation Form and (4) Evaluation of Duties.

Brian emphasized the need to have the score and comments match. In the past the score the instructor received and the comment were not parallel. The main purpose of the evaluation is to provide a way to monitor how classes are being taught, how they can be improved, and also to provide constructive criticism and support for improvement.

**5. Academic Senate (Brian McNeece)**

- a. Candidates: Frank Rapp, Laura Mosier, James Patterson  
Laura Mosier was not in attendance. Candidates Frank Rapp and James Patterson gave a brief statement in support of their candidacy. The voting results were as follows:

Laura Mosier	James Patterson	Frank Rapp
10	19	25

The two new Academic Senate representatives for the Arts & Letters Division are Frank Rapp and James Patterson.

Brian commented that Academic Senate President, Kevin White, has requested that the committee list be cleaned up in order to demonstrate effectiveness. CTA Article 15.5 states that all unit members are required to serve on one (1) recognized campus committee or as the advisor to a recognized, active student club or organization during each academic year.

**6. Faculty Book Ordering (Brian McNeece)**

Textbooks are now being ordered online. Per Alfonso Ruiz, a mass email was sent with the passwords to the efollet account. Alfonso Ruiz and Francisco Menchaca are available to answer any questions you may have regarding online textbook orders.

**7. Spring Awards 2011 (Brian McNeece)**

**a. Department/Program Awards for Distinguished Student**

The ASG Spring Awards program will be held on Friday, June 3, 2011 at the Old Eucalyptus School House. The following are the distinguished students for the Arts & Letters Division:

- 1. English Department: Emily Ming – Journalism
- 2. English Department: Robert Becerra – English
- 3. ESL Department: Marcia Arvizu – ESL

4. WSLC Department: Bernadette Marcuson – ASL
5. WSLC Department: Daniel Estrella – French
6. WSLC Department: Jamie Hargues – Spanish
7. WSLC Department: Stewart Namao - Speech

**8. Forwarding email (Brian McNeece)**

Brian asked if there were questions regarding 'email forwarding' from your personal account. No response was received. Item was skipped.

**9. Fall classes (Brian McNeece)**

Fall classes are being selected. The WSLC Department has completed their selection. The English Department class selection is underway and near completion. The ESL Department has experienced further cuts and may need to reselect classes.

**a. Atlas Grant –Title V progress report (Michael Heumann)**

Michael reported that the Atlas Grant is moving forward with forums and trainings. On May 17, 2011 there will be a Futures Forum "Mobile Technology and the Future of Education." On Friday, May 20<sup>th</sup> there will be an Atlas Showcase presentation. Everyone is invited to attend.

The Atlas Trainers Group had a workshop before the semester started and trained 16 faculty from IVC. The first actual training conference will be two weeks before the semester begins. Faculty who attend will receive a stipend of \$250 a day. The main emphasis will be (1) cultural responsiveness, (2) paired classes/collaborative learning, and (3) technology training.

**b. Accelerated Learning - English 10 (Frank Rapp)**

Frank reported that the English 10: Accelerated Learning class will be offered this fall. His research indicated that the more support you have in the remedial level the more success your students will show. Frank Rapp and David Zielinski will be attending some workshops on creating and teaching the class with the intent of increasing success rates and persistence rates. The class will be four units (4.0) three hours lecture and two hours lab.

**10. Research – "Pipeline" and other (Brian McNeece)**

Brian stated that they will be researching data for ESL 001 through ENGL 101. This data analysis will help us see the pipeline and give a visual interpretation of success and retention rates. Dawn Chun, Research Analyst will compile the data since Banner 8 does not have the capability to generate this type of report.

**11. Grants – TAA –DOL (Sydney Rice)**

Sydney reported on the Department of Labor grant. IVC is currently working with the San Diego Consortium of Community Colleges on a \$20 million dollar grant. This grant looks to retrain the Trade Adjustment Assistance personnel who have been displaced.

The purpose of the grant is essentially to increase the employability skills of TAA workers. San Diego Community Colleges face similar struggles to ours (1) too many courses are being offered and (2) the information that they need is not in contextualized form. Sydney stated that the IBEST model which was used during Atlas training and at Washington State model a teaching technique that allows for a full

time instructor and basic skills instructor to team teach. The TAA DOL grant targets two specific areas: healthcare and automotive. Sydney made a request for business but the request was withdrawn for lack of stack/ability.

**12. Other (Brian McNeece)**

Students were coming in to complain that teachers are not teaching to the end of the period. The pattern has been that the longer the day gets the shorter the class becomes. Brian stated that we have a contractual obligation to the students and the state of California to comply with the time frames.

**13. Adjourn**

The meeting adjourned at 4:45 p.m.