

**El Camino College Humanities Division
Academic Strategies Meeting Minutes
September 4, 2014**

In attendance: Mimi Ansite, Elise Geraghty, Brent Isaacs, Tom Lew, Sharon Van Enoo

1. SLO BUSINESS

- SLO/PLO/ILO alignment grid: Brent has taken the lead on transferring the information from the previous alignment grid to the new template. Elise will share with Compton before submitting to Bob Klier.
- The department is on schedule with the SLO assessment plan agreed upon last spring:
 - Brent: AS 30, AS 33, and AS 35:
 - AS 30 in spring assessed by: Sharon (4048), Sylwia (4050), and Brent (4051): Sylwia has turned in her results, and Brent and Sharon will turn in their SLO results before tomorrow, so Elise can have results tallied.
 - **AS 33 will be assessed this fall by Brent (4066 & 4068)**
 - **AS 35 will be assessed this fall by Brent (4073 & 4075)**
 - Mimi: AS20, AS23, and AS 36
 - AS 20 in spring assessed by: Mimi (4024): Mimi has submitted her results.
 - **AS 23 will be assessed this fall by Mimi (4039)**
 - AS 36 in spring assessed by Mimi (4082 & 4084): Mimi has submitted her results.
 - Sharon: AS1, AS22, and AS 25
 - **AS1 will be assessed this fall by Sylwia (4000).**
 - AS 22 in spring assessed by Sylwia (4026) & Sharon (4029): Sharon has submitted results and written report—in process of being input in TracDat.
 - **AS 25 will be assessed this fall by Sharon (4042).**
- The department agreed that it will assess all three PLO's together and aim for a fall PLO assessment. In addition, we will revisit SLO #3 for A.S. 30 for clearer wording.

2. ENROLLMENT

- 2.1. As noted last spring, the department is concerned about enrollment. The department reached out to the counseling department last semester but was unable to get on a counseling meeting agenda to promote the program. Elise will email Sabra Sabio to ask again about this semester. Because of enrollment issues, we are looking at changes for spring, 2015. Sharon suggests also reaching out to EOPS and Financial Aid counselors.

3. SCHEDULE

3.1. Proposed revisions to SP '15 (excluding A.S. 1, which is still planned for SP 2015):

8-Week MW Daytime classes are 2 units (P-NP) and may be taken separately or in combination.

Time Room	January 21– March 11, 2015	Time Room	March 23- May 13, 2015
8:00am-10:05am H 212	AS 20 4012 Prewriting Workshop M. Ansite	8:00am-10:05am H 212	AS 36 4082 Sentence Errors and Punctuation M. Ansite
10:15am-12:20pm H 212	AS 36 4084 Sentence Errors and Punctuation M. Ansite	10:15am-12:20pm H 212	AS 23 4034 Spelling Techniques M. Ansite
10:15am-12:20pm H 303	AS 30 4050 Test-Taking Strategies B. Isaacs		AS 22 4026 Vocabulary Building for College Students B. Isaacs
12:30pm-2:35pm H 212	AS 33 4061 Memory Techniques B. Isaacs	12:30pm-2:35pm H 212	AS 33 4063 Memory Techniques B. Isaacs-MOVED TO T/Th (see below)
	Penciled in AS 23 4030: SPELLING TECHNIQUES (Sylvia Kulczak)-[DELETED]	12:30 – 2:35 p.m.	AS 35 4073 Listening/Note Taking Strategies B. Isaacs (moved from 1 st 8 week, T/Th)

8-Week T/TH Daytime Classes are 2 units (P-NP) and may be taken separately or in combination.

Time Room	January 20- March 12, 2015	Time Room	March 24- May 14, 2015
8:00am-10:05am H 212	AS 35 4072 Listening/Note Taking Strategies S. Van Enoo	8:00am-10:05am H 212	AS 30 4048 Test-Taking Strategies S. Van Enoo
10:15am-12:20pm H 212	AS 22 4029 Vocabulary Building for College Students S. Van Enoo	10:15am-12:30pm H 212	AS 25 4042 Thinking Skills for College Courses S. Van Enoo
2:00pm-4:05pm H 212	AS 35 4073 Listening/Note Taking Strategies B. Isaacs (MOVED TO M/W, second 8 weeks)	2:00pm-4:05pm H 212	AS 30 4051 Test Taking Strategies B. Isaacs [DELETED] AS 33 4063 Memory Techniques B. Isaacs (moved from M/W above).

4. CURRICULUM

4.1. Sharon is concerned about A.S. 22 and texts used by instructors; we agreed to discuss this and other curriculum issues at the next A.S. department meeting (Thursday, October 2).

5. ACCREDITATION

5.1. The department is up to date on accreditation issues and is prepared for the upcoming accreditation team site visit in early October. All department members are working on SLO/PLO tasks to ensure that is all is in place for the visit.