

**El Camino College Humanities Division
English Department Meeting
April 8, 2014**

In attendance:

		J. Annick	X	M. Ansite	X	G. Armao	X	S. Bachmann	
S. Blake	SB	D. Breckheimer	X	B. Budrovich	X	A. Carr	X	M. Cheung	X
T. Cody	X	S. Donnell	X	D. Crotwell	X	S. Gates	X	A. Gallagher	X
B. Halonen	X	L. Hong		B. Isaacs	X	B. Jaffe	X	B. James	X
J. Jung	X	R. Ketai	mat	S. Kushigemachi	X	M. Leiby	X	J. Madden	X
P. Marcoux	X	S. Merz	X	K. McLaughlin	X	J. McMahan	X	C. Nagao	X
B. Peppard	X	A. Sharp	X	C. Somin		D. Thompson	X	S. Waterworth	X
L. Welsh	X	R. Williams	SB	J. Zhao	X	R. Cerofeci	X	S. Corbin	X
R. Kistler	X	V. McCallum	X	I. Newbury	X	C. Parks	X	S. Schwartz	X
T. Huynh	X	Kevin Degnan	X						

1. ANNOUNCEMENTS

- Norton Media workshop April 17 during college hour—please RSVP (Flex Credit and lunch)
- Academic Awards ceremony, April 16, at 5:30 p.m. in East Dining Room
- Kate Collins, department secretary, is retired. Kristin and Helen have taken over her duties.

2. RECORD KEEPING

2.1. Grade forecasting

- 2.1.1. Please complete this report so that students who are clearly not passing a prerequisite course will not be permitted to enroll in the subsequent course. Your students should be aware of this status.

3. SLO BUSINESS

(Kevin and Stephanie)

- 3.1. We are now assessing courses once per year, and we will assess all SLOs for each course as we assess. Kevin and Stephanie reviewed a schedule of how we will divide our courses for assessment, roughly half for fall assessments and half for spring assessments.

4. CURRICULUM

4.1. Handbook for English 1A

(Dana C.)

- 4.1.1. Dana explained that our contract for our custom handbook with McGraw Hill. A *Writer's Handbook*, is expiring. The lower price is because of the customized version. Not to customize increases the cost.
- 4.1.2. The faculty voted not to continue with a customized handbook. Dana will discuss with publishers the costs of other handbooks.

4.2. English B and English A Consistency Project updates

4.2.1. Both Consistency Projects are underway; faculty teaching A and/or B should look out for upcoming workshop dates.

4.3. New reps needed (Scott and Allison)

4.3.1. Both Chelsea Henson and Adrienne Sharp expressed interest in the positions and will meet with Scott and Allison for more information.

5. Travel Funds/DWCC (Bruce P.)

5.1. Bruce reminded the faculty that travel fund requests must be submitted a month in advance to ensure timely approval.