

English Meeting Minutes October 5, 2017

In attendance: Jennifer Annick, Erica Brenes, Barbara Budrovich, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degan, Sean Donnell, Suzanne Gates, Erika Gavitt, Christopher Glover, Briita Halonen, Chelsea Henson, Lyman Hong, Brent Isaacs, Jeff Jung, Elayne Rodriguez Kelley, Rachel Ketai, Scott Kushigemachi, Mary Ann Leiby, Rhea Lewitzki, Peter Marcoux, Mora Mattern, Jeff McMahon, Stephanie Merz, Christina Nagao, Christopher Page, Bruce Peppard, Jane Sandor, Stephanie Schwartz, Darrell Thompson, Laura Welsh

Minutes taken by:

Michele Bynum

-

College-Wide Announcements:

- **The Great California Shakeout** - Thursday, 10/19 at 10:19 a.m. Please let Elise know if you have any mobility impaired students. If your class starts at the time let them know we are still having classes.
- **College Night** – November 15, 2017 from 5:30 – 8:00 p.m. – will have a table for Humanities. Flex credit applicable.
- **Open Enrollment (Healthcare)** - ends tomorrow.

Evaluations:

- **Evaluations** – The process for obtaining student evaluations has been modified. Evaluators will now be administering the student evaluations at the time of the observation. The office staff will administer the remaining student evaluations. Evaluations are to help others improve and need to be constructive, so please be honest if there are areas that need improvement. Talk to Deb or Elise if you feel there is a problem or if you are uncertain.
- **Evaluation Task Force** – A task force has been created to develop different student surveys for full-time and adjunct instructors. Please email Debra with any ideas you may have.

SLO Updates

Rhea and Kevin

Kevin commended faculty on their SLO work

- Need leads for:
 - B – Schwartz
 - 1A – Crotwell/Annick
 - 1AH - Ketai
 - RWA - Glover
 - RWE – Marcoux
 - 15A - L. Hong
 - 21 – R. Williams
 - 25A – A. Gallagher

Starfish Update

Starfish is an enrollment management system in which you can give feedback to students easily. You can also notify counselors and they will respond quickly. Email Linda Clowers if you would like to use it.

Academic Senate Report (Rose Ann Ceroficci)

- **Spring Lockdown Drill** - Voting on date for lockdown drill next semester. Earthquake drill is in the fall. Lockdown drill is in the spring. Spring '18 is scheduled for 3/15/18.
- **Scholarships** – Reminded faculty to complete scholarship information so that students do not miss the opportunity to get scholarships.
- **Consortium** - El Camino is part of a consortium that will allow students to take courses at other community colleges. There are approximately 30 courses that would be part of the offerings.

OTHER

- **Library** – The library staff is available to introduce faculty to library resources.
- **Tardy Policy** – There has been an increase in student grievances regarding being dropped for tardies. It was suggested that faculty keep track of how many minutes students have missed so that the totals can be calculated.
- **Cuba Symposium** – 10/16 – 10/19: Announce the event to students. Most of the sessions will be in English.
- **Cult of Pedagogy** (Rachel Ketai) – Shared the benefits of Podcast.
- **Flex** – B. Halonen asked for suggestions for flex.
- **Pedagogy Website** - How to run a peer workshop
- **DACA Presentation** - 10/31/17 during college hour. It will be held in SOCS 116.
- **Frankenstein Event** - 10/14/17. Anyone interested in reading the winning stories from the *Creative Writing Contest* will receive free admission to the event.