

English Department Minutes
February 3, 2015

In attendance: Jennifer Annick, Mimi Ansite, Susan Bachmann, Sara Blake, Debra Breckheimer, Barbara Budrovich, Allison Carr, Matthew Cheung, Tom Cody, Kevin Degnan, Dana Crotwell, Suzanne Gates, Briita Halonen, Chelsea Henson, Lyman Hong, Brent Isaacs, Bill James, Rachel Ketai, Scott Kushigemachi, Mary Ann Leiby, Jeff McMahan, Christina Nagao, Christopher Page, Bruce Peppard, Adrienne Sharp, Cynthia Somin, Darrell Thompson, Steve Waterworth, Laura Welsh, Rachel Williams, Rose Ann Cerofeci, Susan Corbin, Rosemarie Kistler, Victoria McCallum, Inna Newbury, Stephanie Schwartz, Mora Mattern, Tiffany Huynh, Argelia Andrade, Huy Le (Humanities Student Senator)

I. ANNOUNCEMENTS

- a. No-Shows 100%; Active Enrollment due this week.
- b. Career Fair Tuesday, April 14, from 10:00 a.m. to 2:00 p.m. library lawn. Sabra needs volunteers to confirm by Monday, March 30, and FT will earn Flex.
- c. Petition to file for graduation and verify AA-T degrees deadline Feb. 14. Two workshops to help students get paperwork in and verified in Decathlon Room: Wed. Feb 4 from 12:00 to 2:00 p.m. and Wed. Feb 11 from 12:00 to 2:00 p.m.
- d. Reading Success Center Workshop for students on Mon. Feb 9 from 3:30 to 5:00.
- e. African American Read-In Wed. Feb 25 from 1:00 to 2:30 p.m.; Allison Carr looking for more reading volunteers. Contact her if you'd like to volunteer.

II. ENGLISH HIRING

- a. President Fallo has approved two new FT English hires for fall, 2015. Please let Tom know if you're interested in serving on the hiring committee.

III. SLO UPDATE

- a. Kevin and Argelia shared the list of courses to be assessed this semester and will follow up with emails.
- b. Assessment leader needed for English A; Deb Breckheimer volunteered.
- c. Assessment leader needed for 80 & 84; Suzanne Gates volunteered.
- d. English PLOs 1 & 2 to be assessed this semester. Sara Blake and Suzanne Gates volunteered to be PLO assessment leaders.

IV. CONSISTENCY PROJECT UPDATES

- a. English A: It's underway and Deb announced Friday, April 3, as a workshop date; details will be emailed, but everybody should save the date. All those who teach English A are required to attend.
- b. English B: It's underway, and Sara announced Friday, Feb. 27 as next important workshop (8:30 to 12:30). Details will be emailed. All those who teach English B are required to attend.

V. LITERATURE COURSES AND TRANSFER ARTICULATION

a. Suggested syllabus statement (echoing that of English 1C):

*Please note that students in transfer-level English courses are expected to write clear, college-level essays with logical paragraph composition and sentence structure as well as correct grammar, spelling, word usage, and punctuation. If you feel you cannot be successful in this class due to struggles with grammar or other elements of essay composition, please see the instructor as early as possible to discuss resources and strategies for your improvement.