

English Department Meeting
11/29/2018

Minutes: Anna Mavromati and Stephanie Burnham

School Business:

- Scott: LED lights are being installed throughout the classrooms and offices, beginning this week--keep anything breakable off of your desk.
- Debra: SRC training: Mandatory! Everyone needs to do it. Here is the link:
<https://elcamino-keenon.safecolleges.com/login>

Department News/Business

- Straighten up before winter break: no trip-hazards, dangling cords, etc. We are being inspected for safety; also, clear out anything you have in the mailroom.
- Get grades in on time at the end of the semester--and do not use snail mail (it takes too long and won't get to Charlotte in time).
- Evaluations:
 - Charlotte needs ONE copy of everything: all evaluation reports, grades, attendance, syllabi, and self-evaluation report.
 - Peers need self-evaluation and syllabi.
 - Managers need all evaluation reports
 - Bring grade materials to the evaluation meeting.
 - *Evaluators should also ask for major essay assignments (new).*
- Word counts for 1A, 1C 1B: pay attention to this in the course outline of record.
 - Required word count for 1C and 1B: 6,000 words.
 - Required word count for 1A: 8,000 words (6,000 for final, major essays--not including rough drafts).
 - Discussions concluded that instructors may choose to divide this word count into 4-6 different essay assignments, as long as they meet the minimum word count.
 - These word counts are in compliance with IGETC transfer requirements.
- RWE COR: instructors may decide whether or not they want to include standardized tests (but the tests will not be required at this time). Chris Page, Elayne Kelley, and Erica Brenes agreed to work on this.
- Winter enrollment is slow. Tell any students who are not passing development-level courses and prerequisites to consider enrolling in a winter course to prepare for spring.

SLOS

- Mora: Only ten sections of 1A and 7 sections of B will be assessed for SLOs this semester.

- Contract grading--food for thought
 - Erica presents on contract grading: Retains A-F grade structure in the end, but individual assignments are graded on a Mastery/No Mastery (or pass/no pass) basis.
 - The number of assignments students “pass” will add up to their grade at the end of the semester. There could be different variations of this method made (for example, a pass/no pass contract for a portfolio at the end of the semester, etc.).
 - The pros and cons were discussed.