

**El Camino College Humanities Division
English Department Meeting
March 28, 2013**

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

1. ANNOUNCEMENTS

1.1. Academic Awards selection underway (ceremony May 15)

A multi-page packet was available for faculty; the packet provides lists of students so that faculty will be able to make comments and select their choices for possible award winners.

Elise mentioned the Code of Conduct Guidelines for disruptive students was available.

Stephanie Merz announced that she would like to get successful assignments from other instructors and suggested having a monthly brown bag where perhaps two different faculty members presented best practices. She then suggested that we post the suggested best practices so everyone will benefit from these ideas. This sharing of lessons will also help with the department's Consistency Project and will be a fun way to talk about best practices.

Elise reminded the faculty that when the Accreditation Team comes out, they need access to our SLOs and faculty members also need to know how to find them on the both the division and department websites. Thus, Elise showed us the Humanities Division site with SLO links as well as the posted minutes for every meeting within our division. Elise mentioned that this new listing is better than Curricunet. Every course is on the grid and all faculty members should check the SLOs corresponding to their classes to make sure they are up-to-date for the classes we teach.

Elise once again passed around the Committee listings so that faculty could initial their names under their respective committees to confirm their status.

It was announced that Rachel Williams is the only faculty member listed under the Literature Committee so others were encouraged to join. The committee meets once a semester.

Elise said that she will be glad to contact those who have signed up for committees to establish a meeting time although it is preferred that the faculty takes ownership of this process and select who will chair the meetings.

2. RECORD KEEPING

2.1. Syllabus consistency

The SLO Grid will help with SLO consistency on syllabi. The grid has been proofread by faculty members. Elise reminded the faculty that when we build our syllabi for fall, we must make sure to use the SLO on the grid.

2.2. Evaluations: SLO discussion in self-evaluations

For assessments, you have to really talk about the SLOs. The accreditation people are looking for it in all levels. In the faculty self-evaluation. I and IV, we need the analytical discussion under the self-evaluation and write in a detailed narrative about our students' learning and outcomes and what we as instructors do to ensure student learning. It is also important that faculty who are evaluating others should make sure to check the evaluatee's SLO narrative and review it before the self-evaluation comes to Elise. You should have a couple of key things under the syllabus...you tell them before they get to Elise. The college is working on a self-evaluation as a template, but it is important to include constructive criticism and an overall thoughtful evaluation. We can begin this portion of our self-evaluation with a statement like, "The way I make sure the students achieve...." We can also attach our narrative to the evaluation form.

3. ACCREDITATION

3.1.1 SLO assessment: (Rachel and Stephanie)

3.1.2: findings from literature course assessments

An accreditation site team visiting another community college recently asked to review essays used for assessment by the English department at that community college. One team member actually read selected essays. Rachel announced that there are no SLO assessment reports for English 21, 23, 24A, 34, 41B, 44, 47. However, they were assessed, but we need a copy of the assessments. We were reminded to skim through the yellow hand-out to review the SLOs for the literature courses. A brief discussion of pre-requisites for literature courses occurred and generally, it was mentioned that the

literature courses with prerequisites (English 1A) enroll students with stronger writing abilities. When the literature committee is filled, this topic might be something to talk about.

3.1.3: retain assessment tools (graded essays/exams)

3.1.1. Consistency Project Update (Dana)

Dana showed the faculty her Folder of Fabulousness. Both the Torrance and Compton campuses English 1A research paper assignments are represented in the folder, which will be in her office and Elise's office. The assignments will be available for the visiting Accreditation Team, and of course, all of us. We were told to either attach the Consistency sheet to our assignment or work the directions into the assignment. We were also told to obtain two copies of the research paper upon student submission, but these directions will be coming soon in our mailboxes. One copy will be graded and go back to the students and one copy will be in Elise's box. On April 26, 2013, English 1A instructors will meet together and use the sample research papers from those taught in winter.

June 14th is the date when Elise will need the final grades for the research paper. June 21st is the meeting to finish our assessments and to discuss our findings. The meeting will lead to an assessment report for 1A.

At the 4/26 meeting, the faculty will norm the papers with the data collection sheet.

4. CURRICULUM

4.1.1. Online course requirements

Elise announced that managers must have access to all on-line courses so please give them access as a guest account.

5. English A text news (Bruce)

Bruce spoke about the textbook he developed for English A as part of his sabbatical work. Laura Welsh and Pete Marcoux are piloting the text this semester. His impetus for writing the text was to give students an affordable handbook, as it is only \$10.00. Bruce presented an overview of the handbook. If students download the PDF, it's interactive. It is similar to the English B textbook, which he also developed. There are student samples, but he would like more. Bruce also created a reader as well as about 1000 YouTube videos. Interactivity is built into the texts. Bruce said he would send a link to everyone for the readers.

6. COMMITTEE UPDATES

Briita announced that an email was sent out from Idania Reyes telling faculty that students were asking for letters of recommendation if they wanted to be a PASS mentor (Peer Assisted Study Sessions). Pete, Nancilyn, and Barbara are working with PASS mentors in some of their classes this semester. If students ask for this letter, please provide them with one. If anyone has questions, we can contact Elizabeth (Beth) Schwartz.

Pete announced the deadline for submissions for this year's Myriad as Tuesday, at 11:59 p.m. Normally we have about 200 submissions, but right now there are only about 50, but he stated that usually he receives about 80% on the last night. Pete wants us to remind students to submit their writing. Flyers are also posted in every room and he will send out emails. There will be no faculty submissions, as no announcements were made.

The meeting was adjourned by Elise at 2:00 p.m.

Thank You to Today's Recorder: Barbara Jaffe!