

**El Camino College Humanities Division
English Department Meeting
May 16, 2013**

In attendance:

1. ANNOUNCEMENTS

Pete Marcoux announced the *Myriad* reading: Thursday, May 30 from 1:00pm to 2:00pm in the Distance Education classroom.

Elise circulated a paper for members of the reading committee to use for selecting a date to meet.

Elise circulated a Reading Success Center flyer showing its extended hours.

Elise showed how to reach the Humanities web page by navigating from the El Camino home page. She pointed out that committee lists and minutes are posted there. She said that anyone who has submitted minutes but doesn't seem them posted should contact the office to inquire after them. She also pointed out that SLO division documents, including alignment grids, could be found on the site. She asked that anyone seeing errors report them and indicated that the grids should be used as a source for SLO statements to be included in syllabi. Bruce Peppard said that rubrics needed to be posted as well.

2. ACCREDITATION

2.1.1 SLO assessment: (Rachel and Stephanie)

Stephanie said that we are no longer using CurricuNet, but rather a new software intended to be operational by fall. Somebody will transfer information from CurricuNet to the new system over the summer. Allison Carr questioned whether the system would be ready for the accreditation site visit in October and recommended that all information be produced in hard copy as a precaution. Sara Blake pointed out that CurricuNet might be retained for the purposes of curriculum in any case.

Elise showed how to navigate to CurricuNet and emphasized that it is not necessary to sign in. She showed how to find the COR. She emphasized the importance of having consistent SLOs on all syllabi and the desirability of including course objectives as well.

Tom Lew asked for faculty to err on the side of over-inclusiveness and gave examples of inquiries that site visitation teams have made in the past.

**2.1.2. English 1A SLO assessment meeting June 21 9:30 a.m. (location TBA)
(Dana)**

Elise called for all 1A graded essays and data by June 14. Dana said to collect 1A essays in two copies and to put their grades on the top pages, then tally the number of each grade, and fill out the Data Reporting Sheet, which has been circulated in printed form and by email.

Jeff McMahon asked if the SLOs have been revised since he made his syllabi, and the answer was to refer to the grids in preparing fall syllabi.

Dana Crotwell pointed out that for online classes, a zip file should be emailed to Elise containing all essays and a single sheet listing all names and grades. Bruce Peppard asked if other classes can use e-files, and Elise expressed that doing so might be premature, that it would be a good question for the accreditation team.

2.1.3. English 1C SLO assessment and course review update

Elise mentioned that 1C assessment would be beginning soon and that the criteria suited to match the SLO were in development.

3. CURRICULUM

3.1.1. C-ID descriptors and COR uniformity (Elise)

Tom Lew said there have been some changes to AA-T rules which will now be reviewed according to new criteria. Any course on AA-T has to satisfy C-ID-approved course outline criteria. Otherwise, the C-ID will not accept our AA-T pattern in English. We have to take our existing outlines of record and align them with C-ID outlines so that they match 100%. We can add to the C-ID outlines but not subtract from them. The deadline is either January or June, 2014. It was remarked that many of the C-ID's requirements in the past have been challenging to accommodate.

3.1.2. 50 WR (Sara B.)

Omitted due to time constraints.

3.1.3. Engl A SLO: (Sara B.)

ENGLISH A: WRITING THE COLLEGE ESSAY STUDENT LEARNING OUTCOME

Write a 3-4 page multi-paragraph expository essay that relates to a text discussed in class. The essay should include an introductory paragraph with a thesis, body paragraphs with topic sentences and supporting details, and a concluding paragraph. Supporting details should include direct quotations from at least two sources. The essay should use basic rules of grammar, spelling, usage, and punctuation so that the writer's ideas are clear. Essays should be typed and follow the rules of MLA style for heading, title, running header, indentation, in-text citation, and Works Cited page.

Sara Blake called for a vote to approve the new English A SLO after reviewing the most recent changes. Pete Marcoux suggested using a word count (750-1,000 words) rather than a page count. This suggestion was adopted and the SLO was approved unanimously with no abstentions. The SLO will be posted to the alignment grid.

Sara Blake asked for volunteers to work over the summer on a course outline for an integrated reading/writing course. She said she would send out an email to anyone interested.

4. COMMITTEE UPDATES

Omitted due to time constraints.

Today's Recorder: Jeff Jung (Thank you!)