

English Department Meeting Minutes
October 5, 2023

In-person attendance: Jennifer Annick, Erica Brenes, Stephanie Burnham, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Ashley Gallagher, Elise Geraghty, Christopher Glover, Chelsea Henson, Lyman Hong, Nida Husain, Elayne Kelley, Mary Ann Leiby, Peter Marcoux, Mora Mattern, Anna Mavromati Duncan, Michael McDermit, Jeff McMahan, Shane Ochoa, Bruce Peppard, Michael Reyes, Adrienne Sharp, Jocelyn Shaw, Darrell Thompson

Non-English Faculty: Argelia Andrade **ASO:** Emily Gomez **Division Office:** Scott Kushigemachi, Erica Soohoo, Allison Carr

Zoom attendance: Kevin Degnan, Suzanne Gates, Brent Isaacs, Christina Nagao, Jane Sandor, Stephanie Schwartz, Rachel Williams, Sumino Otsuji, Kim Runkle, Rebecca Saucedo

Absence: Sean Donnell (SD)-personal necessity, Rhea Lewitzki (RL)-sabbatical, Stephanie Merz (SM)-sabbatical, Chris Page (CP)-personal necessity

I. General Business:

- *Gen Silent* Documentary (Allison)
A brief clip from the documentary was shown. The film explores the experiences of LGBTQ senior citizens. Betty Sedor in ITEC has paid for one-year access to the film. Contact her at bsedor@elcamino.edu for details if interested in including as part of ENG 1A or 1C.
- Faculty Prioritization (Scott)
Scott mentioned that the prioritization for new full-time positions was Japanese and then English. Each department was asking for one potential new hire. The Faculty Prioritization committee will meet directly after this meeting on Zoom to give their presentations. Scott and Jane Sandor will represent Humanities at the meeting.
- Faculty Service Awards (Scott/Allison)
Several faculty were given awards for their service to the college in 5 year-increments: 25 yrs: Suzanne Gates and Sean Donnell; 15 yrs: Rose Ann Cerofeci; 10 yrs: Kevin Degnan, Chelsea Henson; 5 yrs: Stephanie Burnham, Anna Mavromati Duncan, Shane Ochoa
- Humanities ASO Senators (Llenny/Emily)-Emily Gomez introduced herself and noted that she and Llenny are holding office hours in the division building at the RWS to be more accessible to students.
- MFA - Multi-Factor Authentication (Scott)
Scott addressed the implementation of MFA for faculty, staff, and students who access ECC e-mail and other functions when they are off-campus. It is federal law that all institutions with over 5,000 students comply with an MFA system. Because we use Microsoft, we have to use an app on our phones. Pete pointed out that the union is

looking into how this affects privacy and working issues for faculty. Stephanie Burnham, who is on the technology committee gave further information. Faculty wishing to opt out of the app can get a fob from ITEC. The request form for fobs is still being fine-tuned by Loic in ITEC. The rollout for this with faculty and students is not immediate, but coming soon.

- **Markers & Large Post-It Notes (Scott)**
Faculty needing the poster-size post-it notes for class usage should arrange to pick one up from the office. We have many from previous funding sources. There are also markers.
- **OER Reminder (Christina)**
Christina clarified the difference between Zero-Cost Textbook courses and true Online Educational Resource (OER) courses. Mary McMillan, who heads the initiative for ECC is concerned that faculty often misunderstand the difference and have been listing courses as OER that were not. She shared a Powerpoint slide that gave an explanation of what OER is, and what it is not. Reach out to her or Mary for any questions.
- **Chromebook Cart Checkout Procedures**
Erica asked if the revised method was working. Pete and Mora both brought up the need for more individual checkout vs. the whole cart. Erica will designate 2 additional carts one for the 2nd floor and one for the 3rd floor.

Updates:

- **AFT/Union (Shane, Susan, Elayne, Mora, Sean)**
Mora gave an update on the contract—an agreement has been reached and must be ratified by union members. Voting is through e-mail and is open until Sunday. Board must still vote to approve the contract. Several faculty asked individual questions about revised healthcare costs to faculty, etc. Shane also noted that negotiations will reopen at the beginning of the third year. Faculty can reach out to reps or visit Federation office for more details.
- **Academic Senate (Stephanie B., Erica B.)**
Stephanie gave a brief overview of issues covered in the last Senate meeting; detailed e-mail will be forthcoming.
- **Guided Pathways (Argelia)**
 - College Night - Wednesday, Nov 8th from 5 - 7:30pm in the Student Services Plaza (outdoors)
 - Meta-major (Languages, Composition, and Journalism) will have a table. You are welcome to volunteer with Chris or to provide any specific materials for their program/classes to share with students (for example, upcoming literature courses, information about the creative writing certificate of achievement, and so on). Reach out to Chris P. if you would like to volunteer and receive professional development credit.
 - Argelia announced that the Guided Pathways Success Team is recruiting new members for their committee. Faculty interested in joining the committee are

eligible to get professional development credit which could be counted towards the equity requirement. The committee is currently working on the Best Practices Research Project.

- DCC
Chelsea reminded a few English faculty committee members to vote on revised courses.
- Counseling
No counselors were present at this meeting