

## English Department Minutes

11/4/21

Attendance: J. Annick, G. Armao, E. Brenes, S. Burnham, R. Cerofeci, M. Cheung, T. Cody, D. Crotwell, K. Degnan, A. Gallagher, S. Gates, E. Geraghty (ESL), C. Glover, B. Halonen, C. Henson, L. Hong, B. Isaacs, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, J. McMahon, S. Merz, C. Nagao, S. Ochoa, C. Page, K. Patton, B. Peppard, J. Sandor, S. Schwartz, A. Sharp, D. Thompson, E. Uyemura (ESL), R. Williams  
R. Arehart, j. Holt-Molina, T. Huynh, S. Leinen, S. Otsuji, K. Runkle, E. Walker  
D. Breckheimer, R. Diaz, H. Wada  
Not in attendance: S. Corbin (sabbatical), S. Donnell

### General Business:

- Grade forecasting: complete by 11/19
  - Get them in by deadline!
- Division Meeting: Tuesday, 12/7 1:15-2:15 via Zoom
  - Topic: Return to Campus
  - Dr. Sims and Jorge Gutierrez, Facilities, may attend to answer questions.
  - Questionnaire will be sent out prior to meeting to address concerns about returning to campus.
  - Deb had a walk thru of the building today with some facilities personnel. Purifiers in place and plexiglass in division office and Writing Center. Still work to be done but progressing.
- College Night: Wednesday 11/10 5:00-7:30, on campus
  - Need some instructors to volunteer to represent the English department
- Keenan Trainings
  - You should have gotten an email with a link to do covid training. If not, reach out to Deb.
- Faculty Showcase – next department meeting on December 2<sup>nd</sup>.
  - “Show & Tell”-share ideas for teaching.
- Equity Minded Teaching Institute: Erica
  - Look for email to apply for this PD opportunity that will begin in winter.
- Announcements:
  - Briita has moved to Sacramento with her family and will finish out the fall semester. Good Luck, Briita!
  - Michael McDermit got married a few weeks ago! Congratulations, Michael!
  - Dana Crotwell inviting everyone to attend the flash mob poetry reading this Sunday, November 7th, starting at 1pm at Sunset Triangle Plaza in Silver Lake.

**Informational Items: for further details or questions contact the person associated with each topic**

- Counseling: Rocio Diaz
  - Friday, November 12<sup>th</sup>: Last day to submit SAP/Loss of CCPG Appeal form
  - Friday, November 19<sup>th</sup>: Last day to request Pass/No Pass grade (for 16 week classes) – please **strongly** encourage students to meet with a counselor!
  - Friday, November 19<sup>th</sup>: Last day to drop with a “W” (16 week classes)
- Winter and Spring registration:
  - Winter 2022 searchable and PDF schedule is available!
  - Beginning Monday, November 8<sup>th</sup>: Registration appointments available in MyECC
  - Monday, November 15<sup>th</sup>: Winter 2022 registration begins
  - Monday, November 29<sup>th</sup>: Spring 2022 registration begins
- Senate: Elayne Kelley and Anna Mavromati (see senate packets for much of this info)
  - Institutional Learning Outcomes
  - Draft on guidance for mask wearing
  - More DE certificates/programs forthcoming
  - Vaccine submissions deadline has been extended
- ECC Connect: Jen Annick
  - Using ECC Connect to promote student success is part of the approved flex activities
  - <https://www.elcamino.edu/departments/professional-development/classified-staff-resources/PD-Categories-and-Approved-Flex-Activities2.pdf.pdf>
- Writing Center: Chris Glover
  - The WC is open through December
  - Research Panic Week will be the week following Thanksgiving (details coming)
  - On the ground and virtual tutoring starts in Winter

**Equity Work:**

- Chris Page and Michael McDermit
  - **Everyone invited into small group breakout rooms.**