

**ECC Humanities Division
Flex Day, Fall 2013
August 22, 2013**

Minutes

I. Welcome to Fall (Tom Lew)

1.1. Enrollment Update

- The district made a decision to add more classes for this year.
- The Humanities Division is up 27 sections from last year; there are 22 new sections in English.
- 12,100 students are currently enrolled in the Humanities Division.
- The Humanities Division may add even more sections for the spring depending on the final budget.
- The enrollment for the Humanities Division is up 700 students from last year.
- The ESL classes didn't enroll as well, and some sections may have to be canceled. Elise and Tom will notify ESL instructors of possible cancellations.

1.2. Budget Recap

- The district fell a little short of its FTES target for last year, but will shift FTES from this past summer to compensate for last year.
- The financial outlook is a lot better this year because of Proposition 30: \$200 million more will go to the California community college system this year as a result of the state's paying down of deferrals the past three years.
- \$89.4 million will be added to growth to rebuild enrollment, providing an increase of 1.63% to the community colleges.

1.3. Accreditation

- Our big issue is that ECC has failed to reach the proficiency level in the assessment of SLOs.
- The Humanities Division is at 97% compliance right now.
- There is a discussion that three SLOs should be required per course.
- SLO outlook for the division is very good because we have capable SLO facilitators with extensive SLO backgrounds.

1.4. New Hires

- There will be 16 new adjunct hires for this year.
 - Darcey Whitmore and Leanne Bergeron are new adjunct hires and are in presence at this meeting.
- There are three new full-time hires for this year:
 - Kevin Degnan, English: as an adjunct, Kevin assumed responsibilities for coordinating learning communities and took responsibility for coordinating SLOs at both colleges that he taught at.

- Chelsea Henson, English: Chelsea is a trained composition teacher in addition to being a medievalist, and she made many substantial contributions to the composition program at the University of Oregon.
- Andres Moina, Spanish: Andres has taught at many schools, including ECC, and he's taught in the K-12 system as well as at the university level.

II. Curriculum and Course Review for Fall (Allison and Scott)

- CID (Course Identification Numbering): CID alignment should go smoothly.
- Andres and Alicia will help Allison and Scott for CIDs in foreign languages.
- TMC (Transfer Model Curriculum) degree templates are needed for Spanish, French, and Journalism.

2.1 English 1A Course Review

- There will be meetings this semester to discuss changes that need to be made to the curriculum as a result of the assessment we did last semester.
- Elise will be notifying us in groups in terms of what we're doing and when the deadlines will be.

2.2 Other Course Reviews this fall: English 1B and English 1C will be assessed this fall.

III. SLO News (Stephanie Merz and Elise)

3.1 What's new from the campus SLO coordinators

- As of right now, the Humanities Division is at 97% compliance for SLOs.
- Rachel Williams is acknowledged for all of the work she did as Humanities SLO facilitator.
- We have a new software system for inputting and tracking SLOs and PLOs called TracDat; we'll be using TracDat from now on.
- 30 colleges in California use TracDat.
- There will be training for TracDat this fall for faculty.

3.2 Consistency Project Update

- We need a packet for new hires that includes sample syllabi and course assignments so that we have course consistency in the assignments we give students. We currently have these sample documents, but they are not in a centralized location.
- Faculty members have volunteered to coordinate an electronic packet to email new hires.

3.3 1B and 1C Assessments This Fall

- English 1B and 1C will be assessed this fall, which means the Humanities Division will hold mandatory workshops; dates TBA.
- We will coordinate with Compton faculty to evaluate English 1B and 1C, just as we worked with Compton faculty last year to assess English 1A.

3.4 What Humanities will do to evaluate quality of SLO statements

- The three SLOs per course issue: Elise and Stephanie have an activity to evaluate the SLOs for each course. The activity will be due in October, which will be in time for the November accreditation team visit.
- The purpose of the activity: to determine whether the SLOs currently in place are satisfying the objectives of the course.
- Every faculty member will evaluate the SLOs for his/her courses that are currently in place to determine how each of us is meeting the course objectives.
- We need to make sure that we have a common way to assess the SLOs, whether that's a common essay or a common exit exam; we need to make sure that each course has a common assessment tool.

IV. SLO Activity: Evaluating our SLOs

- Each handout has the SLO(s) for the course and the objectives for the course as well as questions evaluating the SLOs for course objective compliance.
- The handout also asks if there is an assessment tool for the course.
- Each faculty member will be asked to fill out a handout.
- For the rest of the division meeting, faculty will have time to fill out the activity sheet.
- Faculty are being asked to sit next to the other faculty members that teach the same course.