

## English Department Meeting

### Minutes

September 12, 2011

III: Inna Newbury introduced the Reading Success Center. Hoping that the Center could be institutionalized once the current Title V funding runs out, she asked instructors to consider spending some of their office-hours in the Center. The Reading Success Center serves the campus but is focused on reading and pre-writing, especially for students in the developmental levels of English.

II: Elise Geraghty shared the English major informational flyer asking instructors to post them in their office or appropriate classrooms to raise awareness of the AA in English. The hope is to increase degrees in English.

IV: Four instructors received “Applause Cards” highlighting their contribution to students’ success: Suzanne Gates, Marianne Leiby, Elise Geraghty, and L. Ramirez. Dean Lew offered his own supplemental “applause” to Dana Crotwell for her incredibly sensitive letter (featured in the *Daily Breeze*) posted on her classroom door informing students that she could not take add-students.

I: Yamonte Cooper arrived to announce a fair for undeclared or undecided majors. He is especially interested in targeting English 1A classes; furthermore, he asked interested faculty to fill out a form which would let him know when a counselor could come visit their class. Pete Marcoux suggested an English major workshop also be offered.

V: Building on the apparent success of last year’s accelerated developmental program that he taught, Pete sought feedback regarding an accelerated class that would convert Eng A and B and/or 82 and 84 into a single class, which would speed up student remediation. Changes would have to be made to Datatel and a new curriculum created, but a pilot can be run first to test the logistics: how the classes would be combined, how they might be graded, and who might teach them. The consensus seemed to be that it was a good idea.

VI: Elise Geraghty, by way of introducing Suzanne Gates so she could report on the Curriculum Committee, explained the new space that would be set up so faculty could work in the seemingly challenging Curricunet program. The space, located in the division office, will include a computer, a binder with directions, and a person nearby who is familiar with the program. Suzanne Gates gave her brief report explaining that of the thirteen courses being reviewed in Humanities, only three are from English: English 80, 82, and 84.

VII: Ms. Gates’ successors were then introduced. Scott Kushigemachi, and Allison Carr will be sharing Curriculum Committee duties for the 2012 – 2015 term.

VIII: Rachel William reminded faculty of their SLO obligations for this semester and informed us that there will be an SLO “kick-off” event for those assessing a course this semester. The “kick off,” in H203 on Sep 21 from 2 – 3pm, will be followed by a summit on Nov 10 which will

be focused on the critical thinking assessment. Moreover, a film of the events from the 10<sup>th</sup> will be shown the following day. Details will be forthcoming.

IX: Debra Breckheimer raised awareness of the award that Sara Blake will be receiving at the ECCTYC conference in San Francisco in October. Deb would like all faculty who can to attend the conference and support Sara. A plea was also made for funding for the faculty who are interested in going. Potential travelers were reminded to complete Travel Request Forms by September 17 and check the appropriate boxes to increase likelihood for receiving funds.

X: Dean Lew made the faculty aware of Arce's new policy regarding substitute teachers. To save money in a fund that has been depleted and neglected, the new rule says that only after a teacher misses a consecutive week of class can he or she have a substitute. Exceptions can be made for special circumstances.

XI: Elise Geraghty encouraged those interested to attend ETUDES training on Sept 16.

XII: We were then reminded to keep careful and complete attendance records and provide a key to explain our symbols when we submit the records at semester's end. Additionally, we were told to keep copies of all attendance records for two years.

XIII: The Division Office has a form that can be filled out to request more of his or her textbooks be held in the library reference area. The goal is to increase student access to texts.