

English Department Meeting Minutes  
November 8, 2012

Records and Division Business

(Elise)

- Grade forecasting before November 16, please
  - Charlotte has to manually find students who get misplaced or registered incorrectly when we don't forecast correctly.
  - Deadline is the 16<sup>th</sup> but subsequent updates allowed. Registration starts 20<sup>th</sup>.
  - Please update forecasts as needed for passing and non-passing students. Some students may register for the next class even if they get a failing grade. We have to persuade them to leave if they go unnoticed up to the first week of classes.
  - Let students know how they were forecasted.
- Evaluations (new forms)
  - We visit regular tenured faculty twice now.
  - We are transitioning to a new evaluation form. For this semester, we can use both the new and the old form.
  - New form has two new questions, numbers 7 and 8. Write NA for 7 and 8 if you evaluate an adjunct faculty member and cannot gauge collegiality. Can write up numbers 7 and 8 if using the old form.
  - Adjuncts can discuss how they assess SLOs in their own classroom. Everyone should discuss SLO and department activities.
  - Conferences are mandatory. Check the appropriate box.

Other announcements: Talk to Nancilynn for ParScore. She will make it uniform for IR to use it. She can input and grade the tests.

DE Mandatory Conference on November 16<sup>th</sup>. Elise mentions heightened scrutiny on DE courses. DE must have substantial, significant interaction. Students and faculty must participate in class activities. These activities must be substantiated. We also need a DE committee to be formed in the spring.

College Composition Consistency Project

(Allison, Darrell, Leah)

**SAVE THE DATE: November 30, 12:00 to 4:00 p.m. (a four-hour workshop with lunch included) in the Alondra Room.**

- Flex credit for full-time faculty
- Modest stipend for adjunct faculty
- Yes, it's mandatory; an absence will be treated like a half-day absence.  
Reminder please submit sample essay that best represents the 1A SLO assignments.  
Workshop will strive for consistency in 1A as per accreditation standards.

SLO Update

(Rachel and Stephanie)

English 1A assessment in spring. All 1A instructors must participate.

Learning Communities

(Matt Kline)

Description: 3-5 teachers teaching same course different sections. Meet 2-3 times a month.

Brainstorm and develop lesson plans, deliver lesson plans, and debrief.

Recruitment: Email Matt Kline.

1B or 1C is a potential new team.

Summary of Learning Team lessons on MyECC Humanities page for your access.

English A team currently working on lab session improvement.

### Program Review vision and recommendations

(Sara Blake)

Vision and recommendations for the next five years:

- Increase collaboration, conversations about changing pedagogy.
- Technology training.
- Accelerated Courses.
- Incorporate college success skills.
- Copies are available in Curricunet.

Prioritized Recommendations include:

- Establish new committee structure. We need plans for replacing technology, reviewing course offerings. We have given up on English coordinator position but the Associate Dean can help coordinate task forces or committees.
- We will merge the English and Reading departments. English and Reading are not recognized as separate departments in curricunet and datatel. A reading task force will be created along with a writing and literature committee.
- Writing Center: funding is important. Rachel W. says that we should mention the Writing Center in SLO assessments. That will be one way to secure funding.

### English 50 update and recruiting

(Pete)

- November 13, 4:00pm in Distance Ed room
- 1 more experimental semester has been granted for the accelerated learning classes.
- Pete proposes horizontal linking (A and 84; B and 82 in one semester) based on research. We need to reduce exit points and consolidate pre-1A courses.
- Pete suggests re-tooling the entire model.
- One suggestion: 5 unit course with the same load as B and 82. 6 unit courses have huge implications on financial aid.
- We need further meetings and committees.

### Counseling

(Sabra)

- Lyman, Pete, Sabra will conduct English Majors Workshop. Last year, we graduated 24 people, highest number since 2004-2005 because of the workshop. Workshop will be 11/15. 1- 2pm. H 210.
- Fill out survey for Technology committee. It will help create a plan to meet students' technology needs ( Pete).
- Deadline to apply for fall admission for CSUs and UCs is November 30<sup>th</sup>. Panic rooms open 11/29 and 11/30. English teachers welcome to come and help with personal statements.

Thank you, Matt Cheung (today's recorder)