

## English Department Meeting Minutes

May 7, 2020 1:01pm

Jennifer Annick, Gene Armao, Erica Brenes, Barbara Budrovich, Stephanie Burnham, Rose Ann Cerofeci, Matt Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degnan, Sean Donnell, Ashely Gallagher, Chris Glover, Briita Halonen, Chelsea Henson, Lyman Hong, Brent Isaacs, Elayne Kelley, Mary Ann Leiby, Rhea Lewitzki, Pete Marcoux, Mora Mattern, Anna Mavromati, Michael McDermitt, Jeff McMahon, Stephanie Merz, Christina Nagao, Shane Ochoa, Chris Page, Bruce Peppard, Jane Sandor, Stephanie Schwartz, Adrienne Sharp, Darrell Thompson, Laura Welsh, Rachel Williams, Leslie Blake, Cathleen Daniel, Agnes Davies, Tiffany Huynh, Kim Runkle, Mitzi Stover, Laura Warrell, Al Zucker, Sabra Sabio, Debra Breckheimer, Scott Kushigemachi, Helen Wada

### COVID Related changes:

- Fall Survey  
Everyone should have gotten an email regarding fall survey. Please submit survey as soon as possible.
- Online teaching parameters and guidance from Crystal Martin
  - All resources will be available on the new Best Practices page on the Online and Digital Education Webpage. We currently have best practices for Regular and Substantive Interaction and Student to Student Interaction, as well as recommended procedures for adding students from the waitlist as this process works differently when students can't physically show up for the first day of class. We will shortly be adding Best Practices for Accessibility and Using Plagiarism tools. Moses will be sending out the Waitlist information to the faculty teaching when we get close to that time for Summer term. Regular and Substantive Interaction and Student-to-Student Interaction, as well as Accessibility will also be covered in SPOCK for those who are taking the training.
  - Distance Ed Terms and Requirements
    - Gary Greco will be providing information regarding students with special needs and teaching online.
    - Instructors need to be certified to teach online. Use hybrid option for those instructors who won't/can't be certified by fall but note by choosing hybrid, instructors will need to go back to conducting face to face classes if the campus opens. Debra will work with instructors who don't feel comfortable going back on campus.
    - Question raised if classes go back to the classrooms on campus, how will students social distance from each other? Debra will look into it but maybe class time will be split in two with half of students attending one class time, other half attending other class time.
- Graduation - See Helen's memo dated 5/7, sent at 10:11am.  
Instructors who are required to "participate" have been sent an email. Further details regarding commencement will be sent out later.

- P/NP
  - It's the student's choice whether have a letter grade or P/NP on transcript.
  - Direct students to the counseling office if they ask which to choose – letter grade or P/NP. Instructors should not advise students. Counselors know which universities will accept letter grade or P/NP transfer credits.
  
- Bookstore
 

The Bookstore will be sending out information around 5/18 regarding selling back books, returning rental books, Redshelf digital textbooks plus other information.  
Pete praised for his fillable textbook order form.
  
- Thoughts about bringing a syllabus template COVID statement to the senate?  
Everyone felt having a COVID statement in syllabus is a good idea and should be presented to senate.

### Updates

- Curriculum – Chelsea
  - At DCC meeting, English looks good!
  - 2 of 3 of English 41B has clarity/grammar problems. Sean is making corrections.
  - It has to be faculty that have to make the changes.
  
- Flex – Kevin
  - Submit flex credit by 5/15
  - Kevin sent an email regarding what is/isn't Flex.  
Scott mentioned that any time spent on converting your class to online should be considered as flex. Contact Kevin if using the two hours attending March 15 workshop as flex.
  
- Senate Update – Anna
  - Anna emailed information on the Block Schedule. Adjustments will be made but block scheduling is pretty much a "done deal". Senate will be discussing block scheduling at the May 19<sup>th</sup> meeting, 12:00-2:00. Everyone is welcome to attend meeting or contact Humanities senators for comments or concerns.
  - D.E asked that instructors use El Camino's Canvas and do not use other Canvas-like systems.
  
- SLOs – Mora
  - SLOs for Online courses (courses that started at the beginning of the semester as online) will be collect this semester. A google form was created to collect information.
  - For accreditation, the SLO on syllabi have to match what is on Nuventive (formally TracDat)
  - Changes needed for 41B, 1AS, 18, and 46.

- Guided Pathways Update - Chris Page
  - Very few responses from survey for 1A but from the few responses, students don't feel confident about their abilities.
  - Data surveys were/will be sent out to students who dropped because of COVID and what their experiences were like for those who finished the semester.
  - Working on a canvas shell on tips on how to get through college, testimony from alumni, and careers for English majors.
  - Discussion on students who logging on but not participating in class. Logging on doesn't equal attending class if they aren't participating. 10% attendance rule might apply and they could be dropped from class. Suggestion to reach out to those students to see what's going on with them.
  
- Myriad – Pete Marcoux
  - Myriad is still going strong! Over 45 submissions!
  - There will still be a printed version of the Myriad.
  - For this year, instead of a Myriad reading, students will record their submission. It will be posted online after collecting submissions.

#### **New Business**

- Writing Center – Barbara
  - Students have been sending their work by email to the tutors.
  - Scott has been working with Sean Patrick of the Writing Center on a video conference where students will log on and they will be directed to a “room” with tutor where they can get one on one assistance. It should be ready by next week.
  
- New Plagiarism system – Kevin
  - Turn It In is very expensive and they retain ownership of the database. Turn It In isn't very reliable.
  - Kevin is looking into other systems, Unicheck being one. Unicheck is same as Turn It In but ECC retains ownership of database plus other schools use it and submissions can check other databases.
  - Faculty should contact Kevin for comments and questions. Get a couple of instructors with a free trial to check it out?
  
- Plagiarism Traffic School – Pete  
Camilla Jenkins from the Library is setting up a system on Canvas for first time plagiarism offenders.
  
- [Zoom tutorial Videos link](#) Pete  
Check out links for Zoom.

- [Canvascon 2020 online Oct 15<sup>th</sup>, 2020](#) - Pete  
Canvascon is in place of InstuctureCon which Pete attended last year and said was very informative and had very good breakout sessions. Registration is free.
- May 26-28 office schedule forthcoming  
For those who need to go to their offices, Debra will be sending out a schedule for instructors to be allowed come to campus. Instructors with shared offices, please arrange so you will not be in the office at the same time. Schedule will be in two-hour blocks.
- Summer office time  
From the VP's office - no one allowed on campus.
- Fall office time  
Maybe -TBD
- 1AS – Chris Page  
Workshop next Tuesday, May 12 at 1:00pm. Topics include peer review, asynchronous is better for English.

**Other:**

- Questions:
  - Forecasting – TBA, rumor that deadline might be moved up. Start working on forecasting since May 15<sup>th</sup> is drop deadline.
  - “Advertise” for Fall Literature classes.
  - CARES Act – ECC received \$11 million. Half of the amount will be given this semester. Funds will go into students’ Pell Grant accounts. \$500 to full time/\$250 to part time students. Other half used in the Fall.
- Announcements  
“Feel Good” stories-  
Chelsea shared that her 15A literature student is making it through reading Chaucer and Spenser while in a remote learning environment and doing a good job of it. And he was accepted to UCLA and got his submission in the Myriad!  
  
Sarah shared that one of her 1A/1AS students while working and sharing one laptop with her children was still able to be one of Sarah highest graded students!

**Next English Department Meeting – Thursday, May 28th**