## **English Department Meeting MInutes**

## April 22, 2021

J. Annick, E. Brenes, R. Cerofeci, M Cheung, T. Cody, D. Crotwell, K. Degnan, S. Donnell, A. Gallagher, E. Geraghty, S. Gates, C. Glover, B. Halonen Simms, C. Henson, L. Hong, B. Isaacs, E. Kelley, M. Leiby, R. Lewitzki, M. Mattern, A. Mavromati, M. McDermit, J. McMahon, S. Merz, C. Nagao, S. Ochoa, C. Page, B. Peppard, J. Sandor, S. Schwartz, A. Sharp, D. Thompson, L. Welsh, R. Williams

T. Huynh, S. Lamborn, S. Leinen, S. Otsuji, M. Ozima, S. Peluso, K. Runkle, E. Walker

D. Breckheimer, R. Diaz, K. Kushigemachi, H. Wada

Not in attendance: E. Armao (SL), S. Corbin (Medical Leave), P. Marcoux (SB), S. Burnham (SB)

## **Business/Announcements:**

- SLOs Mora
  - o A reminder will be sent out around the 13<sup>th</sup> week to submit data assessing sections.
  - Only ten sections of English 1A and English 1C are being assessed. The instructors whose sections are being assessed have been contacted.
- Maxient Scott/Deb
  - Err on the side of caution regarding student issues. Report on Maxient for even small issues. You can note that "nothing needs to be done". Reporting on Maxient now will help if bigger issues come up later on.
- Writing Center Chris Page for Chris Glover
  - o FLC (Faculty Learning Communities) through SITE starting in fall with brainstorming in the summer. Contact either Chris G. or Chris P. for more information.
- Evaluations Deb
  - This semester is the first-time doing evaluations online since lock-down.
  - Please be mindful that some instructors might not be technically savvy teaching online.
  - Question regarding evaluating an adjunct instructor as "needs improvement" the RPL may be delayed.
  - For questions on Review Snap, Scott will have a zoom meeting on April 23 & 30, 9:20-10:30. Zoom link was emailed.
- Black Students Success Week Elayne
  - Events next week please share with students
  - Senate Report
    - Submit questions to the candidates for president form link will be sent by email.
    - Social Justice center on campus
    - No-Credit courses "SP" notation (Satisfactory Progress)
- Technology Deb for Pete
  - Chromebooks ECC doesn't want to continue using Chromebooks. Keep an eye out for a petition to keep Chromebooks.

# **English Equity Committee**

• Equity Syllabus Statement Dana and Chris Page "The ECC English Department believes that access to a high-quality education in an inclusive, anti-racist, culturally responsive environment is the right of all students. In addition, as an educator, I recognize that individual abilities, backgrounds, gender identities, and learning differences, as well as systemic structures -- including our existing economic, educational, and socio-political systems -- affect how students absorb, process, and respond to all that occurs within a classroom. I know that I am in a unique position of authority, but I invite you to collaborate with me as we strive to create a classroom environment that acknowledges all people's contribution to the curriculum and builds a diverse community."

#### Discussion of statement-

- Most agree that statement is needed.
- The statement will be included in the Welcome packet to be included in the syllabus.
- The statement is optional and can be revised to the individual's liking.
- Syllabus Activity Erica, Dana, and Michael
- o Inclusive Syllabus Framework link emailed before meeting. <a href="https://docs.google.com/document/d/1FohYwJwloMrxnaS1ecM1w5uNdb14\_XeHq068sueWHrM/e">https://docs.google.com/document/d/1FohYwJwloMrxnaS1ecM1w5uNdb14\_XeHq068sueWHrM/e</a> dit?usp=sharing
  - Michael shared presentation "Examining Your Syllabus"



Examining Your Syllabus April 2021.r

## Other

- Back to campus Spring 2021 for Humanities Division
  - Upgrading the air filter system with HEPA filters in classrooms
  - For now, masks on while teaching and in office. If office door is closed, mask can be taken off.
  - Policy in discussion "Policing" student mask wearing.
- Next Federation meeting May 20 at noon.