

English Department Minutes
Tuesday, April 23

- Gene Armao received the PRIDE award.
- Senate update from Christina Nagao:
 - FLEX is due May 15.
 - Administration is going to offer food services for evening students.
 - There will be a new statewide initiative on hiring committees.
 - Need nominations for two academic senate seats. The committee meets the 1st and 2nd Tuesdays of the months from 12-2. Let Christina know by Friday, 4/26.
- SLO update from Mora Mattern:
 - The list of courses up for SLO review this semester are:
 - English 1: Rachel Williams
 - English 1C: Jeff Jung
 - English 1CH: Chelsea Henson
 - The data collection forms are a little different this semester, and they will be distributed week 13 or 14.
- Curriculum update from Chelsea Henson:
 - Almost all of our courses have been approved by Distance Education, so if we want to offer online or hybrid courses, we can. DCC is voting.
- Chrome carts update from Pete Marcoux:
 - Please sign up before taking one.
 - When you sign up, you are assigned a specific cart; you must take the cart you are assigned.
 - Please double check your reservations and email Pete with any questions.
- Keenan Training on Child Abuse and Neglect Reporting from Deb Breckheimer
 - It is mandated to complete the Keenan training on reporting child abuse by May 10.
 - Syllabus templates—we need to add language to our syllabus about child abuse reporting. The language/phrasing is forthcoming.
 - It is highly suggested to include Keenan statement on reporting child abuse to your syllabi. Or, you could create an addendum to your syllabus.
- 1A/1AS Attendance Policies from Deb Breckheimer:
 - If you drop a student from 1AS, students will automatically be dropped from 1A. So that's a problem; default to 1A.
- Writing Center updates from Deb Breckheimer:
 - A Writing Center survey was sent out last semester and received 44-46 responses, and Barbara Budrovich responded to the survey results:
 - Students can show the assignment sheet on their phones.
 - A tutor can help students with other topics if there's no assignment sheet.
 - Writing Center does help with grammar but students should ask for a grammar conference to help explanation on a particular grammar issue.
 - Writing Center does offer help on MLA.
 - Writing Center encourages students to prewrite and brainstorm.
 - There are no limits to prewriting meetings, but there is a two meeting limit for drafts.
 - Can there be instructor comments on drafts? Deb will find out.

- Sean Donnell: It's important to remember that we are only hearing students' version of their Writing Center visits; there is probably another side.
 - Writing Center is adding night hours, at least two times a week, in which they would close at 8:30pm.
 - Embedded tutors:
 - Embedded tutors can be used however the instructor sees fit
 - Roseanne Cerofici: the tutors need to know this, too.
 - Must be scheduled for 1A/1AS.
 - No canceling as the tutors depend on these hours; there's always something you could do to make use of the tutors.
 - Barbara encourages two hours one day a week opposed to one hour two days per week
 - Rachel Ketai: Most instructors find that most useful.
 - Erica Brenes: Barbara can give the tutors work if you have to unexpectedly cancel.
 - For Fall 19
 - Classroom Orientations from the Writing Center during the first three weeks of the semester for Fall. Orientations will be about 15-20 minutes and the tutors will follow a script.
 - Adding workshops to Writing Center and faculty could do it for FLEX, perhaps volunteer twice a month.
 - Faculty volunteers to serve one office hour per week in the Writing Center. If a faculty member was currently working with a student in the Writing Center, the faculty member's students from class would get priority. This counts for existing office hours and does not count toward FLEX. Adrienne Sharp thought this would be a terrific idea; many faculty members agreed.
 - This would need to be scheduled.
 - We will be working on a new referral system.
 - Over the summer, we hope to update the WC ambiance (layout, art, etc.).
 - Tutor training on the horizon.
- Post AB705 Discussions from Deb Breckheimer:
 - We are still in the beginning stages of AB705, but let's continue to make this better. Even if it feels difficult, students may still get through faster even if they aren't passing now.
 - Chris Page: Not just faster, but they are more likely to pass *ever*.
 - Deb Breckheimer: They stay because they are in a college class.
 - Pete Marcoux: It's encouraging that all systems are linked but not landed just yet.
 - Bruce Peppard: Perhaps having two tutors in class the days essays are due for just in-time remediation. We could do this 4-5 times a semester, every time an essay is due.
 - Adrienne Sharp: English 1A is no longer the 1A it used to be; it's more like an A now.
 - Chris Glover: Maybe faculty can go to each other's classroom on days essays are due, instead of tutors. Many faculty members agreed this would be useful.
 - Laura Welsh: Walkarounds are also helpful; group the students up, and have a place for the group to go for a session, like the Writing Center.
 - Susan Corbin: Or even have them attend soft-skills workshops on other places on campus.
 - Deb Breckheimer: This could be an issue with contact hours.

- Erica Brenes: Instructors could do tutoring in each other's classrooms like she and Shane Ochoa do.
- Rachel Williams: English 1As are not suddenly transformed. English A was still offered last semester, so many of our students had English A last semester.
- Rose Ann Cerofici: Students in her 1A classes are not all passing with As; many of them are passing with Cs and make it into 1C, and they are going to be less prepared.
- Rachel Ketai: It's important not to romanticize our past. Just because it's challenging now doesn't mean it's better to go back to the old way because we were filtering out our students.
- Stephanie Burnham: Questions if she's being pessimistic and using confirmation bias.
- Deb Breckheimer: Math is experiencing the same thing right now. If you're interested in hosting study sessions or workshops to welcome students, let Deb know. The counselors have been great and she'll be having another meeting with them. But this is about what we can do to improve things and get more support, not to complain. If instructors have any other observations about English 1A/1AS, let Deb know.
- Lyman Hong is teaching English 1AS over the summer and will reach out to 1AS faculty for support.
- Pete Marcoux: Poetry Slam on Thursday!