**English Meeting Minutes**

**March 23, 2017**

**In attendance:**

Annick, Jennifer

Armao, Gene

Bachmann, Susan

Brenes, Erica

Breckheimer, Debra

Budrovich, Barbara

Cerofeci, Rose Ann

Cheung, Matthew

Cody, Tom

Corbin, Susan

Crotwell, Dana

Degnan, Kevin

Gallagher, Ashley

Gates, Susanne

Glover, Christopher

Halonen, Briita

Henson, Chelsea

Hong, Lyman

Isaacs, Brent

Jaffe, Barbara

Jung, Jeff

Kushigemachi, Scott

Leiby, Mary Ann

Lewitzki, Rhea

Madden, Janet

Marcoux, Peter

McMahon, Jeff

Nagao, Christina

Newbury, Inna

Page, Christopher

Peppard, Bruce

Sandor, Jane

Schwartz, Stephanie

Sharp, Adrienne

Thompson, Darrell

Welsh, Laura

Williams, Elizabeth

Williams, Rachel

**Minutes taken by:**

Sarah Leinen

**ANNOUNCEMENTS**

* The committee list was passed around for people to either sign up for a committee or confirm their participation.
* We need someone on the Ed Policies Committee
* KEAS Equity Workshop: “Pacific Islanders in Higher Education”
  + Lunch will be provided
  + 3 hours of FLEX credit
* April 27th is the English Majors Workshop
  + Send ideas to Erica Brenes
* Informed and Inspired meetings
  + Workshops are paired:
    - The first one is informational.
    - The second one is based on the first.

**SLO ASSESSMENTS BEING CONDUCTED SPRING 2017**

* English: 80, 84, A, 1B, 1BH, 1C, 1CH, ~~12~~ (not offered), 15B, 20, 24A, ~~27~~ (not offered), ~~28~~ (not offered), 31, 32, ~~34~~ (not offered), 36, 78, 40B, ~~42~~ (not offered), ~~44~~ (not offered), 98

**SLO UPDATES, CURRICULUM, AND PLANNING**

* Starfish
  + Facilitates communication between instructors, counselors, and students
  + Students set-up personal accounts
  + Instructors can “flag” warnings (attendance, grades, etc.)
    - Warning(s) get set to counselors who make recommendations for the student
  + Starfish might be rolled-out in Fall 2017, but that is unclear.
* Read, Write, Think
  + Can sync vocal transcription with PowerPoint slides
  + Instructor can edit before sending.
  + Instructor can choose how and who to send it to.
  + It takes around 30-minutes per lecture to edit
* Canvas
  + Ready by Spring 2018
  + If you are migrating from Etudes to Canvas: Etudes material will be live through June 2018
  + More training forthcoming
  + If someone has a Canvas certification from another campus and wants to teach online here, s/he can complete a waiver form.
* Evaluations
  + Evaluations are to help others improve and need to be constructive and honest.
    - If you feel like a person needs improvement and are uncomfortable writing the evaluation, bring it to Deborah or Elise.
  + Faculty can present concerns to the deans about people that they do not want to evaluate them.
  + In the future, student evaluations will be administered by an office staff member on a set date.