

Reading Department Meeting
March 1, 2018

Members Present: R. Arehart, G. Armao, R. Cerofeci, M. Cheung, C. Glover, B. Isaacs, E. Kelley, R. Lewitzki, I. Newbury, S. Schwartz

Members Absent: S. Corbin, B. Halonen, P. Marcoux

Guests: Sabra Sabio (Counseling), Sina Fifita (Reading Success Center)

Associate Dean: Elise Geraghty

Meeting was called to order at 1:00 by Associate Dean E. Geraghty

Announcements (E. Geraghty)

- A *lockdown/shelter-in-place drill* is scheduled for Thurs 3/15 @ 9:40-9:50am and 7:10-7:20pm. The ten minutes can be used to reflect on what to do during an actual lockdown, to remind students to sign up for NIXLE, and/or to watch an ECC-approved video on YouTube (to be emailed to faculty). For drills, students in the hallways can be invited into the classrooms to shelter.
- A *campus climate survey* will soon be conducted in randomly-selected classrooms and is estimated to take approximately 20 minutes. Watch for an email to see if your class has been selected.
- *Active enrollment* updates should be completed in MyECC by Fri 3/2 (or, in rare cases, Mon 3/5) at the latest. The sooner, the better.
- *Service dogs (and miniature horses)* may occasionally appear in your classrooms. Short version: we must respect students' rights and not interrogate them as to the nature of their disabilities, but we can verify that they have the college's permission to bring a service animal to campus. Direct any specific cases/questions to our deans.
- *Grades for participation* are ok under certain circumstances—namely when the guidelines for them are specific and concrete and students are made aware of their status (ideally via email since it creates a paper trail)—but awarding *grades for attendance* violates Title 5 and opens up the possibility of students' challenging grades, so don't do that.
- *SLO co-coordinators* are needed to succeed R. Lewitzki and K. Degnan. Those interested can contact the deans.
- The *academic awards ceremony* is Tue 5/15 from 5-7pm. Humanities needs to represent, and the food promises to be slightly more than edible, so please go. If you can recommend any students for an award, contact Helen/Tracy in the division office.
- *Drop-in counseling* is available in Humanities 121-E with Sabra Sabio on Thursdays 11-1pm.
- The *Reading Success Center* is now open for the semester. Its new coordinator, Sina Fifita, gave a quick plug.

Reading Department Business (R. Lewitzki)

- This year we are conducting assessments for English 80 and 84.
- A committee was assembled to work on an annotation exercise for the assessment of SLO #1 for English 80. In addition to R. Lewitzki, committee will include E. Kelley and S. Schwartz. A copy of the Fall 2017 SLO report for English 82 was distributed for reference.
- A committee was assembled to work on the department's PLO report, which is due 3/16. In addition to R. Lewitzki, committee will include C. Glover and S. Schwartz. A meeting has been scheduled for 3/15 1-2pm.
- M. Cheung (inferences) and I. Newbury (growth mindset/brain development) shared best practices, and a lively discussion ensued and lasted until the meeting was concluded.

Meeting adjourned at 1:58pm.