

**El Camino College Humanities Division
English Department Meeting
September 16, 2014**

1. ANNOUNCEMENTS

1.1. Elise announced that worksheets for faculty who can hold office hours in the Reading Success Center were passed out on Flex Day but will be re-sent now for Sept and Oct. If anyone wants to hold office hours in RSC, faculty can sign up. Faculty should let Charlotte know of their office hour change of location.

1.2. Other faculty noted that Basic Skills is looking for faculty tutors in research.

1.3. Elise also sent around a committee confirmation sheet.

1.4. ACCREDITATION VISIT OCTOBER 6-OCTOBER 9

1.4.1. Elise noted that faculty should regularly review the Humanities web pages for current information, and faculty should send any updates/changes to the division office so that the division consistently has the most current and accurate documentation online.

1.4.2. Accreditation team of 14: Tom noted that the Team Room will likely be Library 202.

1.4.3. What to be knowledgeable about: SLO assessment, Program Review, Planning: Tom reminded faculty that the team's task is to validate the accreditation self-study, but faculty should be prepared for interaction and consider their own level of awareness re: general accreditation issues. Elise reminded faculty to familiarize themselves with the new ILO, PLO and SLO Alignment Grids. She then reviewed the online grid. Elise also suggested that faculty review the consistency projects and department minutes and repeated her request for updated info for committees to document discussions of instructional issues. SLOs and syllabus templates are all on site and current. Tom added that the Division must demonstrate a level of "Sustainable Quality Improvement"--SLOs linked to Program Review and a continuous cycle of improvement.

1.4.4. Faculty asked if we can expect to have unannounced accreditation team visits. Tom said faculty who will be visited will be most likely be alerted ahead of time.

1.5 ECC MISSION STATEMENT UNDER REVIEW AND MODIFICATION

1.5.1. Ashley shared that the college Mission Statement is being modified and revised. They have taken out the Philosophy and Guiding Principles and revised Strategic Initiatives. Elise noted that increased student success is emphasized and that all faculty should be aware of these changes.

1.6 Rachel Williams received another Applause Card!

1.7 Tom shared that the The El Camino College *Myriad* and *Warrior Life* have each been nominated by the College Media Association to receive Pinnacle Awards in the area of media publications. The winners of the awards will be announced on Oct. 29.

2. RECORD KEEPING

- 2.1. No-Show/Active Enrollment – Elise noted that despite the system being down during the No-Show and Active Enrollment periods, almost all faculty submitted No-Show reports and Active Enrollment reports on time.
- 2.2. Late Adds – Elise advised faculty to please not sign Late Add Petitions unless the faculty member is at fault or it was college error (and there were legitimate glitches this semester).
- 2.3. Syllabi due to Helen/Elise – Elise asked for all syllabi ASAP from faculty who have not yet submitted them—hard or e-copies are acceptable.
- 2.4. English Majors Workshop, Thursday, October 30 in H-314 from 1:00 to 2:00 p.m.

3. SLO BUSINESS

- 3.1. Kevin noted that course timelines and the list of courses to be assessed have been identified. Course leads will identify others. Spring 2014 assessments are mostly completed; just a few fields remain to be filled in. The English Department is assessing every course, every year (spring or fall), all SLOs. The goal is to establish solid practices to make the SLO processing easier and simpler.

4. CURRICULUM

- 4.1. Honors English 1A -- Rachel proposed officially switching honors sections of English 1A to stand-alone honors courses. Fifty-one other community colleges currently have stand-alone honors courses; also, ECC's honor students are not getting the full benefit of taking honors courses when applying to UCs as the current system does not recognize honors sections as such. Because of course name confusion at ECC many students who should not be in honors courses end up there. A clearer naming will solve problems: Rachel will be proposing English 1A Honors, 1B Honors, and 1C Honors for the 2015 fall catalog. The course objectives won't change, but SLOs may be slightly modified to reflect the honors component. Faculty all voted in favor to approve the changes to the honors course titles.
- 4.2. CONSISTENCY PROJECT updates--Sara & Deb announced that the English A Consistency Project will be meeting in H-209 today to review proposed changes to the COR and SLOs. English B teachers will be assessing SLOs this fall. Sara will be announcing workshop and meeting dates for the English B Consistency Project.
- 4.3. READING -- Suzanne reported Reading faculty have developed a Belief Statement to choose a shared pedagogy and establish consistency based on research and Best Practices. They are focusing on Strategies Instruction – the promotion of teaching by process; they have adopted five different strategies that can be applied across curriculum and are looking at assessments to see if it's working to address the cognitive overload that developmental students experience. She presented the list of upcoming meetings and Brown Bags and the building of a reading “library.”