

English Department Meeting Minutes

5/27/21

J. Annick, E. Armao, E. Brenes, S. Burnham, R. Cerofeci, M Cheung, T. Cody, D. Crotwell, K. Degnan, S. Donnell, E. Geraghty, S. Gates, C. Glover, B. Halonen Simms, C. Henson, L. Hong, B. Isaacs, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, J. McMahan, S. Merz, C. Nagao, S. Ochoa, C. Page, J. Sandor, S. Schwartz, A. Sharp, D. Thompson, L. Welsh, R. Williams
C. Daniel, T. Huynh, S. Leinen, J. Millea, S. Otsuji, S. Peluso, K. Runkle, J. Shaw, E. Walker
D. Breckheimer, R. Diaz, H. Wada
Not in attendance: S. Corbin (Medical Leave), A. Gallagher (EL), B. Peppard (SL)

General Business:

- Zoom Cloud Storage Retention Policy
 - Limited space, so download videos you want saved. After ten days videos will be deleted.
- SLOs – Mora
 - Mora will be emailing a reminder to those who are assessing.
 - This will be Mora’s last meeting as SLO coordinator.
 - She proudly shared that one of her student was accepted to Yale!
- Program Review – look for an email explaining the changes from Kevin
 - Kevin will present at Fall Flex Day.
- 1A/1AS Canvas Sites
 - For reference, the “bare minimum” for the 1AS
 - Post syllabus
 - Use gradebook
 - Post a note explaining the relationship between the two courses
 - Publish the course shell
 - All activities, assignments, lessons can be posted in the 1A shell if that is your preference
- Writing Center
 - Open through June 9th! Send your students to the Writing Center!
- AFT
 - Per Glover – federation meetups are continuing through summer
 - Per Glover – Budget outlook is good, so contract reopener for COLA is likely
- PRIDE Week – Flyers were sent out. Check your email for more information.
- English Club meeting – Wednesday 6/2 for details forthcoming - Chelsea

- Puente Recruitment – Erica Flyers will be sent out. Check your email for more information.
- HTP
 - Extended/"late" application period June 1-July 15
 - No priority registration but can take advantage of other benefits

Counseling Update:

- **Counseling Update**
 Summer and Fall 2021 registration is underway! Students can schedule an appointment by metamajor on the counseling [webpage](#). Most metamajors also offer drop-in counseling throughout the week. [This is the drop-in schedule](#) for Languages, composition, and journalism counselors (note there is a drop-in hour on Tuesdays from 4-5pm for students who have questions about probation and/or financial aid). Drop-in starts via chat, and once a student connects with a counselor, we can meet with them via chat, video, or phone. The drop-in schedule is effective until Friday, June 11th.
 For more immediate quick questions or prerequisite clearances, [Express counseling](#) is available daily.

The Equity Team Presents:

- Circle back to syllabus exercise – Michael
 - Examining your Syllabus:



Examining Your Syllabus April 2021.r

- Inclusive Syllabus Framework Questions:
https://docs.google.com/document/d/1FohYwJwloMrxnaS1ecM1w5uNdb14_XeHq068sueWHrM/edit?usp=sharing
- BIPOC/LGBTQIA+ Centered Stories List:
https://docs.google.com/document/d/16M5EmQKjdJH-k_3aLg9Ssp8hQJfwqPcXQ6tGk9fWjdM/edit?usp=sharing
- Syllabi examples, highlights, and policies – Glover, Dana, Shane, Erica and possibly more!
 - Sample of Chris G.'s syllabus:
https://docs.google.com/presentation/d/1yPp8vsUWlrJy03WCG19cIXC-LRL955BBO2-qcaRcLfo/edit#slide=id.g8cf0640e7b_0_220
 - Erica's syllabus presentation:
[Erica's canva PPT on "Let Me Know" and "Best-By" dates](#)
[A Google Form So We Can Start Collecting The Most Equitable Components of Our Syllabi](#)