

## **English Department Meeting Agenda**

March 30, 2011  
4:45 in Room 2751

### **I. Welcome and Introduction**

### **II. Consent Agenda**

- A. Minutes from the February 23, 2011, meeting

### **III. Re-sequencing Basic Skills--Kathy Berry**

### **IV. Reports**

- A. Dean McNeece
- B. Academic Senate
- C. Curriculum
- D. Basic Skills
- E. Distance Education
- F. ATLAS

### **V. Action Items**

- A. No Items

### **VI. Discussion**

- A. Summer Session and Fall Scheduling
- B. Comprehensive Program Review of English Transfer and Journalism--Update
- C. Basic Skills Re-sequencing Committees Updates
- D. Research class

### **VII. Adjournment**

# **English Department**

## **Meeting Minutes**

February 23, 2011

### **Present**

Baukholt, Robert  
Cormier, Judy  
Loper, Amy  
Rapp, Frank  
Shaner, Christina

Bemis, Roberta  
Dorantes, Kathleen  
McNeece, Brian  
Rowley, Deirdre  
Tirado, Xochitl

Biley, Patti  
Heumann, Michael  
Paine, Robin  
Samaniego, Olivia  
Zielinski, David

### **Absent**

Howell, Kevin

Lay, Nancy

Patterson, James

### **Guests**

Singh, Joanne

Farrell, Diane

### **I. Call to order**

**Michael Heumann** called to order the regular meeting of the **English Department Meeting at 4:45pm on February 23 in room 2751.**

### **II. Welcome and Introduction**

Michael welcomed Xochitl Tirado as a full-time temp for the division.

### **III. Approval of minutes from last meeting**

The minutes of November 3, 2011 were approved. (MSC – R. Bemis/R. Baukholt)

### **IV. California Standards for English—Marilyn Burt**

- a) Marilyn Burt couldn't be at the meeting but will come to the Writing Meeting in March.

### **V. Reports**

#### **b) Dean Brian McNeece**

Brian reported that there are lots of great things in the future for student's success. IVC is applying for a twenty million dollar grant that if acquired, will go towards helping with that.

Brian is part of a committee that is going to re-evaluate priority registration. They are looking at ways to get qualified incoming freshmen in to classes without having to wait several semesters before getting in to certain classes.

c) **Academic Senate**

Robert Baukholt mentioned that at the Senate meeting pretty much all that was discussed was Dr. Gould's retirement!

Also discussed was the fact that faculty should be more proactive in committee commitments so that they are better represented.

Robert also said that faculty should be expecting an announcement to choose English Reps soon.

d) **Curriculum**

Michael mentioned that colleges are currently dealing with AB 1440. AB 1440 gives students a clear path to transferring by setting up direct guidelines for CSU's to agree upon.

e) **Basic Skills**

Frank mentioned that at the end of 2012, the Basic Skills Committee will have to provide a very detailed report on how BS monies were used.

Frank said that for 2010/2011 we'd go with what we had in 2009/2010; also, we got cut another \$28,000.

f) **Distance Ed**

David reported that the next meeting is on March 3<sup>rd</sup>.

We're just one course away from students being able to complete their 60-unit GE credits online.

David said that for the DE page we have got to come up with a more efficient way to get the information from the Divisions.

Andres Martinez sent out an email inviting faculty to take Etudes 101.

g) **ATLAS**

Michael reported that ATLAS is largely a technology grant. The first ATLAS training conference to train the trainers was held before the semester began; he felt it was a success.

**VI. Action Items**

- a) No Items

## **VII. Discussion**

### **a) Comprehensive Program Review for English Transfer**

Michael said that we're supposed to do Comprehensive Program Review every three years. This year we're doing it for the English Transfer level, from Engl 101 courses and above. Any input/feedback from the group is welcome.

It was noted the enrollment for Engl 111 has diminished since 2007.

### **b) Revising Basic Skills Sequences—Call for Volunteers**

The Basic Skills sequence will have to be revised because currently we have a problem. A student is limited to only 30 units of basic skill courses; after that, the college cannot receive apportionment for the student and students cannot receive financial aid.

Deirdre and Patti volunteered to help out with Reading BS classes and Kathleen and Judy agreed to help out with the Writing part of it.

After the meeting, Robert and Frank agreed to help out with Writing also.

### **c) English 99 Common Final Statistics**

(Michael shared the results of the common final).

In March we will have a Reading & Writing Meeting.

Michael asked that the assessment for the second SLO be done for Reading. In the fall, the second SLO for writing classes will be assessed.

## **VIII. Adjournment**

The meeting adjourned at 5:55pm.