

Arts & Letters Division

English Department Meeting
September 22, 2010
Room 2751 4:30pm

PRESENT

| | | |
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| Baukholt, Robert | Biley, Patti | Cormier, Judy |
| Davis, Lincoln | Deol, Karin (adjunct) | Dorantes, Kathleen |
| Hernandez, Sara (sec) | Heumann, Michael (Chair) | Lay, Nancy |
| Loper, Amy | McNeece, Brian (Dean) | Paine, Robin |
| Patterson, James | Rapp, Frank | Rowley, Deirdre |
| Zielinski, David | | |

ABSENT

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| Bemis, Robert | Samaniego, Olivia | Shaner, Christina |
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I. Call to Order (M. Heumann)

Meeting was called to order at 4:40pm.

II. Welcome and Introduction (M. Heumann)

Introduction of full-time temporary faculty member Diana Ferrell who is teaching reading and writing for us this semester.

III. Deans Report (Brian McNeece)

Introduction of Karin Deol, part-time faculty member was made.

Faculty evaluations are taking place; top six will be evaluated first.

Full-time faculty members who are willing to volunteer are being asked to evaluate part-time faculty members and also to serve as their mentors. This also serves as a way to see what's going on in adjunct faculty's classrooms.

IVC is looking at ways to raise the success rate for our Basic Skills students.

Grant Proposal – James Patterson has turned in some proposals-one is maybe getting teacher's aides for faculty.

Staff Development was mentioned. Nancy Lay asked what kind of Staff Development workshops are we looking for.

IV. Committee Reports

A. **Academic Senate (F. Rapp)**

Frank Rapp (secretary) and Robert Baukholt are the Academic Senate Reps for the Arts and Letters Division. Kevin White has lots of ideas to make the Senate more active.

The Dennis Carnes Memorial Scholarship is being set up.

Curriculum and Instruction (C & I) has been renamed Curriculum Committee.

B. **Basic Skills (F. Rapp)**

Currently we haven't heard anything regarding budgets.

One of the first projects IVC will be doing campus wide will be developing a book club. *What Great Teachers Do* was suggested. On October 27th, Lisa Brewster of Mira Mesa College will be coming to the college.

C. **Distance Education (D. Zielinski)**

Todd Finnell is the new Vice President of Technology.

The DE Committee has met twice this month. They are developing procedures for Online Course Development.

David has been working with Mary Jo Wainwright on this project.

D. **SLO (M. Heumann)**

More information on SLOs will be forthcoming.

E. **English 99 Common Final Task Force (M. Heumann)**

The Task Force has come to some consensus as well as some diversion. Meeting will take place in a couple of weeks.

V. Action Items (M. Heumann)

A. **Basic Skills Committee Writing Representative**

Kathleen Dorantes and David Zielinski declared their candidacy; voting took place, and David is the writing representative.

B. **Basic Skills Committee Reading Representative**

Deirdre Rowley ran unopposed and is the reading representative.

VI. Discussion (M. Heumann)

A. Evaluation of Spring 2011 Scheduling

Most agreed that they liked doing the scheduling via e-mail.

GoogleDoc was used and seemed to work well.

The Division agreed that they would like to use the same method for future scheduling.

A concern was addressed at this time regarding the fact that there are some faculty members who were hired only to teach reading. What if the event were to occur that there were no reading classes left by the time it was their turn to select? Michael reassured the division that was not going to happen in the immediate future, but it was something to keep in mind as we move forward.

B. Reorganization and Chain of Command (M. Heumann)

There's still a little confusion over some things in the division as far as the chain of command goes. We still need to follow the order it goes in. If a student has a complaint with an instructor, they need to talk with the instructor first; if the situation cannot be cleared up with the instructor then they see the Department Chair, Michael. If there's no resolution there then they can speak with Dean McNeece.

C. Cal Pass (D. Zielinski)

Meetings with high school instructors will continue this year.

High School teachers have come out to take the Accuplacer test. They're working on strategies on grading essays.

There will be a meeting on September 30th at Southwest High School. They will pick up where they left off last spring.

D. Program Review: Transfer-level and Literature (M. Heumann)

Program Review is done every three years.

This year we will be doing the transfer-level courses.

Michael feels that the English Major could use some revising. If you have any ideas, please see him.

E. Reading Meeting (M. Heumann)

There will be a reading meeting on Wednesday, September 29th. Curriculum in the reading classes will be visited.

F. Equivalency Surveys (M. Heumann)

We will be looking at minimum qualifications in teachers teaching reading and writing classes. We can't make them easier but we can make it more difficult. A brief discussion of equivalency issues for English and reading commenced.

G. Best Practices: Dealing with Difficult Students

When dealing with difficult students it's best to do it away from the rest of the students.

VII. Adjournment (M. Heumann)

The meeting was adjourned at 5:45pm.