

# English Department

---

Meeting  
November 3, 2010  
Room 2751 4:30pm

## PRESENT

Baukholt, Robert	Bemis, Roberta	Biley, Patti
Cormier, Judy	Dorantes, Kathleen	Ferrell, Diana
Hernandez, Sara (sec)	Heumann, Michael	Lay, Nancy
Loper, Amy	McNeece, Brian	Paine, Robin
Patterson, James	Rowley, Deirdre	Shaner, Christina

## ABSENT

Davis, Lincoln	Howell, Kevin	Rapp, Frank
Samaniego, Olivia	Zielinski, David	

### I. Call to Order (M. Heumann)

Meeting was called to order at 4:45pm.

### II. Welcome and Introduction (M. Heumann)

Everyone was welcomed.

### III. Consent Agenda (Approval of Minutes)

The minutes for September 22, 2010 were approved as amended.  
(MSC – R. Bemis/J. Patterson)

### IV. Student Discipline Issues (Sergio Lopez)

Sergio Lopez addressed the division's questions regarding student discipline. He mentioned that there is a lot of cheating, academic dishonesty and disruptive behavior going on. He said that instructors should not have to deal with disruptive behavior in class. Instructors cannot throw students out of class; only Sergio as the Dean of Student Affairs can.

An instructor can only remove a student from class for good cause. If a student is disruptive, he advised not to let the behavior escalate. Sergio needs to be made aware of what the student's behavior was.

The student has the right to appeal his or her case with a hearing. The student must be put back in class while the appeal hearing takes place.

Another issue that he addressed was the fact that students are getting copies of teacher's textbook editions. It has become a big problem. Currently he has dealt with five cases this semester.

Judy Cormier asked if being chronically tardy is a reason to remove a student from class. The answer is no; instead, send the student to him. This is also true for cell phone usage.

The Dean of Student Affairs can suspend a student for up to two years. Only the Board has the authority to expel a student.

Michael mentioned the fact that students make out in the lobby. Sergio said that the security officer should be contacted if we see that happening.

## **V. Dean's Report**

Dean McNeece said that he was amazed that we've gone for so long without Staff Development. He's going to push for Staff Development. He encouraged anyone with ideas to share them.

Brian recently went to a CIO Conference in San Diego. While at the CIO 411 Academy for Deans, he met Rocky Young and Randy Lawson, the Deans responsible for creating the condensed calendar back in 1991.

Brian mentioned that hopefully by Spring semester we would have wait lists reinstated again. It appeared that everyone was delighted with the news!

Brian mentioned that at other colleges, 85% of the budget goes to paying salaries and at our college that number is 93%.

Check out the great display cases!

## **VI. Committee Reports**

### **A. Academic Senate**

The Academic Calendar for 2011-12 is being worked on.

Voting has been pushed to the next senate meeting.

Network printers are being installed soon throughout campus.

### **B. Basic Skills**

Michael said that Frank reported that we now have a Basic Skills Budget in place. If anyone has ideas on how to use those monies please see Frank.

### **C. Distance Education**

No report as David Zielinski was teaching class at the time of this meeting.

**D. ATLAS**

The College was granted ATLAS, a five-year three million dollar grant.

Thanks to ATLAS, the entire campus will soon have full wireless.

Staff Development will be funded by ATLAS.

The first Training Conference will take place in February. It will focus on training the trainers who will be responsible for all training throughout the grant.

**VII. Action Items**

**A. Scheduling Classes via Email**

A motion was made to schedule classes via email and Googledoc.  
(MSC – R. Bemis/R. Baukholt)

**B. Right of First Refusal—prior to scheduling**

A motion was made that the Right of First Refusal should be offered to the qualified individuals by seniority.  
(MSC – R. Bemis/R. Baukholt)

**VIII. Discussion**

**A. 30-Unit Basic Skills Limitation**

Michael mentioned that the college can only have 30 units of Basic Skills classes; currently we have 34 units of BS classes. We need to go down to around 27 units so that SME can add another class. It was suggested that maybe we do away with Engl 86 and 96.

**B. Comprehensive Program Review of Transfer-level English**

Divisions are supposed to do a comprehensive program review every three years. This year we're doing transfer-level courses, anything from Engl 101 and up.

**C. Adjunct Faculty Evaluation Opportunities and Policies**

Christina Shaner and Kathleen Dorantes went to training to evaluate adjunct faculty. Kathleen said the training was pretty good. Adjunct faculty should get evaluated once every three years.

**D. Book Order Issues**

Michael suggested that next semester when we do the class scheduling process, that everyone have their book orders ready so that we can enter them at the same time.

**E. Target FTES**

Michael said that if in future semesters, all fully enrolled classes such as Engl 96/97, 98 and 99 classes could make up FTES for the low enrolled Literature classes.

**F. Drop Policies**

Send students to Sergio-instructor cannot drop students.

**G. Public Displays of Affection**

Topic already discussed earlier in meeting.

**H. Curricunet**

Topic to be discussed at a later meeting.

**VII. Adjournment**

The meeting was adjourned at 6:00pm