

IVC English Department

Meeting Minutes
21 August 2012
Room 2727 noon

PRESENT

Baukholt, Robert	Howell, Kevin	Samaniego, Olivia
Bemis, Roberta	Lay, Nancy	Shaner, Christina
Cormier, Judy	McNeece, Brian	Tirado, Xochitl
Davis, Lincoln	Morris, Audrey	Zielinski, David
Dorantes, Kathleen	Patterson, James	
Heumann, Michael	Rowley, Deirdre	Ruhl, Taylor

ABSENT

Rapp, Frank

GUESTS

None

I. Call to Order (J. Patterson)

Meeting was called to order at Noon.

II. Consent Agenda (Approval of Minutes)

The minutes for 18 April 2012 were approved as presented.
(MSC – Rowley/Bemis)

III. Action Items

A. Shared Agreements

Discussion took place regarding creating a 'safe' environment in English department meetings. Several agreement statements were considered. No final action was taken.

B. Designation of Academic Senate representatives

It was noted that Senate appointments had been made in the spring Arts & Letters Division meeting (McNeece, Rapp, Rowley, Zielinski). Further clarification was needed; no action was taken.

C. Designation of Department meeting days and times

Patterson reported that the Instruction Office and SLO Coordinator wanted departments to meet twice per month. He reported that he would attempt to schedule SLO assessment meetings depending upon which faculty members needed to attend; after which, he would announce the meetings for any interested instructors.

Discussion followed; there seemed to be a general consensus that College Hour would be utilized for department meetings.

D. Designation of lead instructor per course for SLOAC

Patterson reported that the SLO Coordinator recommended that one instructor per course be designated to gather assessment data and completion of the Cycle Assessment Form. The designee would then submit the report to the department chair.

The following instructors were designated for the following courses:

Engl 8: Robert Baukholt	Engl 101: Judy Cormier
Engl 9: James Patterson	Engl 102: Frank Rapp
Engl 10: Michael Heumann	Engl 111: Audrey Morris
Engl 18: Nancy Lay	Engl 201: Christina Shaner
Engl 19: Xochitl Tirado	Engl 224: Deirdre Rowley
Engl 51: Kathleen Dorantes	Engl 250: Brian McNeece
Engl 59: David Zielinski	Jrnl 100: Bruce Page
Engl 60: Angie Ruiz	

IV. General Announcements

- Opening Day Rosters: students who are not present for the first class meeting need to be dropped as 'No Show.' Patterson conveyed Vice President Berry's announcement that instructors are encouraged to take additional students only as they feel able.
- No students will be added to rosters after the Census Rosters are processed. Instructors need to ensure that attending students are listed on the rosters before Census closes.
- Course syllabi need to be submitted to Sara Hernandez. Taylor Ruhl and James Patterson will review syllabi for office hours, instructor contact information, SLO & DSP&S statements, grading procedures, and tentative class schedule.
- Office Hours need to be scheduled 4 hours per week over 4 work days (30 minute minimum). Kathleen added that online office hours are provided for in the CTA contract.
- FLEX is gone, but SLOAC is here to stay.
- The three Program Learning Outcomes for the English degree need to be assessed this semester. Patterson planned to work with the designees for Engl 101, Engl 201, and Engl 224 to synchronize the PLO and SLO assessments.
- Students may only be dropped from the roster for substantial absences. Patterson noted that the instructor must be able to reasonably assume that the student has stopped participating in the course.
- Patterson also noted that faculty are needed for accreditation writing teams. Interested faculty members could speak with Brian McNeece.

IV. **General Announcements** (continued)

- Work on the spring schedule would begin early this semester. The spring schedule will have room assignments before faculty select classes.
- The demolition of the 500 bldg will shift classes to evenings and Fridays for the Fall 2013 semester.
- Patterson noted that the announcements could have been sent out electronically. He intended to send out email blasts for general announcements in the future.

V. **Department Chair report**

A. **Department Chairs Institute**

Patterson attended the Department Chairs Institute in Las Vegas during the summer. He learned about managing relationships, strength-based leadership, leading effective meetings, facilitating group decisions, managing group conflict, time management, and mentoring/evaluating faculty.

The four roles of the department chair are (1) faculty developer, (2) manager, (3) leader, and (4) scholar. The department chair serves as an advocate for students, faculty, and the administration.

Patterson reported on some of his learning from a book entitled Reframing Academic Leadership by Lee Bolman and Joan Gallos.

B. **The Analytical Management Style**

Patterson reported that several leadership, management, and social style tools had all labeled him 'analytical.' He described how his style would affect his work as department chair. He specifically noted that analytical personalities have a slower reaction time.

C. **The New English Department**

Patterson suggested that it was time to reframe the department's vision of itself. He asked rhetorically, "What do you want this department to look like in two years?"

D. **ENG 9 Common Essay Exam**

Patterson reported that data is being collected re: student success, reader reliability, ENG 2b/100 data previous to the Common Final, ENG 101 success, etc. Once he has a report ready, he will bring the data to the department.

Patterson noted that common essays/assessments across all English composition and reading courses are the norm across the country. Instead of continuing to debate whether to have and ENG 9 Common

Final, the discussion needs to shift to how to make it more effective. With that, Patterson closed the Common Final debate.

VI. Adjournment

The meeting was adjourned at 1:00 p.m.