

IVC English Department

Agenda

1 April 2014 / Room 2727

- I. Call to Order
- II. Approval of Minutes from 4 March 2014.
- III. Reports
 - A. Evacuation Drill scheduled for April 15-16-17
 - B. English Department Award nominee: Hilda Parra
 - C. Professional Development: Common Core (9 May 2014)
 - D. Professional Development: Lesson Planning for Block Classes
 - E. Reports from embedded tutor instructors

IV. Action Items

Selection Process for Winter and Summer sessions

Draft Language: The IVC English Department shall use their agreed-upon process for class selection by full-time faculty for fall and spring semesters. For the winter and summer sessions, the IVC English Department shall use their agreed-upon process for class selection with the following exception. When all available class sections have been selected by full-time instructors while other instructors remain on the seniority list, the next named instructor on the list shall begin the selection process for the following winter or summer session. Separate lists will be maintained for winter and summer sessions (winter-to-winter and summer-to-summer). The selection records will be maintained by the department chairperson with copies held by the division dean's office. It is agreed that a pass is considered a selection.

- V. Discussion
- VII. Other
- VIII. Adjournment

Next department meeting: Tuesday, May 6