

English Department

MEETING MINUTES

March 7, 2016

12:50-1:50 p.m.

Room 2721

PRESENT

Baukholt, Robert	Cornier, Judy	Dorantes, Kathleen
Heumann, Michael	Howell, Kevin	Lay, Nancy
Morris, Audrey	Rapp, Frank	Rowley, Deirdre
Shaner, Christina	Tirado, Xochitl	

ABSENT

Bemis, Roberta	Garcia, Olivia	Patterson, James
Simpson, Scott (Sabbatical Leave)		

GUESTS

Dorsey, Tanya	Norris, Terry	Sykora, Sacha
Zielinski, David		

- I. **Call to Order (Kathleen Dorantes)**
The meeting was called to order at 12:55 p.m.
- II. **Welcome**
Welcome, everyone.
- III. **Approval of Minutes – December 10, 2015**
The minutes of December 10, 2015 were approved as presented.
- IV. **Action Items**
 1. **Approval of Chair Election Procedures (M/S/C - R. Baukholt/X. Tirado)**
The following procedures and timeline were approved by the English Department at the meeting to elect a department chair for July 1, 2016-June 30, 2018.
 - Now through March 11: Nominations come to Kathleen
 - March 14: Kathleen announces candidates via email
 - March 14-March 20: Time for campaigning, statements, etc.
 - March 21-noon March 24: voting via email to Linda Amidon
 - March 24 afternoon: Linda announces the winner
- V. **Discussion Items**
 1. **Student Writing Placement: Going back to reading essays**
Kathleen asked the group what their thoughts were on moving from ACCUPLACER back to reading essays for writing placement.

- Frank Rapp said it was more time consuming but in doing so we were able to get a better idea of the student's ability to write. He also mentioned that there could be a Campus Committee to read essays and that would fulfil their committee requirement.
- Dean Zielinski said that one reason they stopped reading essays is because they no longer could keep up with semesters of reading papers.
- Terry Norris thought it was valuable and gave the department a hands-on viewpoint of where the students were.
- Dean Zielinski said that the State's Common Assessment Instrument will be in place by 2018. Multiple measures will be incorporated into the Common Assessment with the possibility of the Holistic Test included.

This item will be brought back as an action item next month.

2. Common Essay Assessment Grading

Kathleen said she would like to discuss how the common final (common essay) is graded. Would English faculty like to have a uniform percentage given to the common final?

- Dean Zielinski said that any one element for grading cannot be more than 30%. It's called the Common Final but the system for grading is anything but common. He said that two English instructors weight the final more than 30 percent.
- Kathleen asked what they thought about having a common percentage. Michael said that changing the percentage makes it more an exit exam. Then it should then be called an exit exam and not a common final. Kathleen said the purpose of the Common Final Exam was to have common standards of what is expected of a student writing at that level. At the time the common final was adopted, a lot of instructors weren't doing enough in-class writing, and it was an effort toward standardization.
- Sacha Sykora said that she did think it would make sense for everyone to use the same percentage and score in the same way.
- Deirdre said that in her experience with the Common Final, she finds that her students are much better prepared on the whole.
- Kathleen said that she gives students who pass the common final all of the 15 percent of points and those that don't pass don't get any points.

- Kevin Howell said he thought that was too harsh. He said he weights the exam for more than 15 percent, but he gives a score, perhaps 50 percent, to failing essays. Others shared their methods, most of which were different.
- Kathleen asked if anyone besides Sacha felt that we should have a common percentage and common method for scoring. No one spoke up.

The consensus seems to be to continue what we are doing.

VI. Reports

1. Chair's Report

- Emergency Drill in 3-4 Weeks--Bomb Threat Scenario**
There will be an emergency drill sometime at the end of April. Security will be conducting a bomb search. The drill will last approximately 45 minutes. Frank reminded everyone that we need to take these drills seriously and follow the rules during the evacuation drill.
 - Fast Track English 110**
The Instruction Office has asked us to develop some Fast Track English 110 classes for the fall semester.
 - FTES/Enrollment**
Enrollment has been down.
 - Starfish**
Norma Nuñez reported that if a student has a flag in Starfish, the student will be called in to the office.
- Reading Task Force**
Audrey Morris reported that the next meeting will be held April 4th, 12:50-1:50pm. She said that they have goals for this year to look at reading sequencing of READ 018, 019 and 110 classes.
 - Student Success and Equity Committee—No report**
 - Academic Senate Report**
Michael reported that an assembly bill was passed that would give community colleges each \$50,000 to develop their own textbooks/materials for students.
 - Reading/Writing Lab**
Mr. Norris gave a breakdown of the Reading/Writing Lab usage and said that it got off to a slow start.

VII. Adjournment

The meeting was adjourned at 1:50 p.m.