

English Department Meeting Minutes October 3, 2024

In-person attendance: Erica Brenes, Stephanie Burnham, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Dana Crotwell, Kevin Degnan, Christopher Glover, Lyman Hong, Elayne Kelley, Mary Ann Leiby, Rhea Lewitzki, Anna Mavromati Duncan, Michael McDermit, Stephanie Merz, Chris Page, Bruce Peppard, Jane Sandor, Jocelyn Shaw, Darrell Thompson; **Other:** Gary Greco (SRC), Bonnie Mercado (SRC); **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

Zoom attendance: Ashley Gallagher, Chelsea Henson, Nida Husain, Brent Isaacs, Peter Marcoux, Mora Mattern, Jeff McMahon, Christina Nagao, Shane Ochoa, Stephanie Schwartz, Rachel Williams, Nate Hertweck (PT), Sumino Otsuji (PT), Tiffany Huynh (PT)

Absences: Jennifer Annick (PN), Susan Corbin (ML), Sean Donnell (PN), Suzanne Gates (PN), Michael Reyes (PN), Adrienne Sharp (PN)

General Business:

1. Presentation from SRC (20 mins) (Gary and Ed)
 - Gary and Bonnie presented and provided handouts on accommodations available through the SRC and answered questions from faculty.
2. Great Shakeout (10/17 at 10:17 a.m.) (Ed)
 - All faculty and students should participate in the drill on 10/17. To aid in preparation for the drill, faculty were asked to notify the office of any students using a wheelchair that may need assistance.
3. PT Job Announcement (Ed)
 - Faculty reviewed the PT job announcement. Email any feedback to Ed by 10/18. A final version with changes will be provided to Chris G. who is serving as the faculty rep. on the hiring committee.
4. Halloween Announcement (Ed)
 - Faculty are encouraged to dress-up for Halloween. To provide ideas, on a theme, faculty should email Ed any suggestions by Monday (10/7). A survey will be sent out to vote on theme ideas.
5. Display Schedule (Ed)
 - English will be the first on the schedule for the display case. The department will have from 10/3-10/31. Faculty should email Ed with a brief description of the display. Items can showcase student and faculty work and accomplishments and be related the theme of the month.
6. AI and New Plagiarism Checker (10 mins) (Pete)
 - To provide feedback on the new plagiarism checker, faculty should email Pete. Stephanie B. will be holding another brown bag on AI in October. The date is TBD. Chris P. shared that there will be an Evolve Summit on 10/11 where faculty can collaborate on the handbook for academic dishonesty and discuss AI use in the classroom.
7. Equity Committee Leadership (Michael, Elayne, Jocelyn)
 - Michael encouraged faculty to attend the Racial Equity Symposium on Friday, October 25th. He also introduced the new leadership of the committee: Elayne and Jocelyn. The first committee meeting will be held on Thursday, October 24th from 1:15-2:15 p.m. in H316 and will be in hyflex format.
8. AB1705 PD Opportunities Forthcoming (Scott)
 - There will be PD opportunities for AB1705 during winter. Information is forthcoming.
9. Hispanic Heritage Month Read-In Event (Erica B.)
 - Erica B. encouraged faculty to attend the event on 10/15 in the new MICASA center from 1:15-2:15 p.m.
10. SERP Reminder (Scott)
11. Spring 2025 Schedule (Scott)
 - Spring 2025 (and Winter 2025) assignments will be emailed out in the next few weeks.
12. Office Staff Leaves (Scott)
 - The office will be short staffed due to several leaves, so please be patient.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean, Erica B.)
 - Stephanie B. asked faculty to complete the ASCCC survey that will be sent out after the meeting if they have any feedback on additional content to include for course numbering.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - Elayne will email faculty the AFT updates.
- ASO
 - No representatives in attendance.
- Counseling (Sabra, Rosa, Amy, Rocio)
 - No representatives in attendance.
- DCC (Chelsea, Matt K.)
 - English 1A and 1C course revisions are due in Curriculog by 10/7.
- Evolve (Argelia, Chris P.)
 - Evolve Summits are coming up throughout October and November. There will be a summit on Early Alert on 11/22 if faculty want to provide feedback.
- SLO (Andrew, Nida, Elise)
 - Nida will send a reminder email soon. Kevin shared information on SLO data from English 1C courses.