

English Department Meeting Minutes September 12, 2024

In-person attendance: Jennifer Annick, Stephanie Burnham, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Dana Crotwell, Christopher Glover, Chelsea Henson, Elayne Kelley, Mary Ann Leiby, Michael McDermit, Stephanie Merz, Bruce Peppard, Jane Sandor, Jocelyn Shaw, Darrell Thompson, Rachel Williams; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

Zoom attendance: Erica Brenes, Susan Corbin, Ashley Gallagher, Suzanne Gates, Nida Husain, Brent Isaacs, Rhea Lewitzki, Peter Marcoux, Mora Mattern, Anna Mavromati Duncan, Christina Nagao, Shane Ochoa, Chris Page, Michael Reyes, Stephanie Schwartz, Adrienne Sharp, Sarah Leinen (PT), Sumino Otsuji (PT)

Absences: Kevin Degnan (SB), Sean Donnell, Lyman Hong (PN), Jeff McMahon (SB)

General Business:

- English Common Course Renumbering Review - Committee Volunteers (Chelsea)
 - [Link](#)
 - Due Date: 10/7/2024
 - Chelsea asked faculty for volunteers to join the committee to help with the course renumbering to standardize courses for transferability. English 1A will be changed to C1000. Volunteers for the 1A, 1A/1AS, and 1AH committee included: Rachel Williams, Mary Ann Leiby, Jocelyn Shaw, Brent Isaacs, Chris Page, and Sarah Leinen. Stephanie Merz volunteered as team lead. Volunteers for the 1C and 1CH committee included: Dana Crotwell and Jennifer Annick. Bruce Peppard volunteered as team lead.
- District Wide Conference Committee Update (Bruce)
 - Bruce shared updates about conference travel and encouraged faculty to submit for approval ASAP as funds are limited. He also reminded faculty that receipts are mandatory for reimbursement.
- Second Floor Display Board (Ed)
 - Ed is working on creating a schedule to allow each department to showcase work and share accomplishments. An email will be sent out with the schedule and each department will be able to use the display case for a month, beginning in October.
- Hourly Employee Budget Reduction and RWS (Scott)
 - The college is reducing the hourly budget as part of the budget cuts. Scott explained that this will impact the RWS the most. While other funds will help offset the impact during the 2024-2025 fiscal year, the impact will really be felt during the 2025-2026 FY.
- Spring 2025 Scheduling (Scott)
 - Scott informed faculty of the college-wide move to the block schedule and asked faculty to provide any feedback based on the offerings from last spring.
- PT Hiring / PT Emergency Hiring (Scott)
 - Due to increased demand for English classes, some additional late-start classes were opened and a few still need instructors. A PT hiring committee will be convened to hire additional instructors. Faculty unanimously approved Chris Glover as the faculty representative for the PT hiring committee.
- Current State of Equity Committee (Michael)
 - Michael will be stepping down from his position on the equity committee. Faculty interested in serving on the committee should email him.
- CSUF Sigma Tau Delta Conference (Dana)
 - Dana shared a conference opportunity available for students. Email Dana for more information.
- Chromebook Cart Reminder (Scott)
 - Faculty were reminded to put the Chromebook carts back after using them.
- AB1705 Funding Workgroup (Scott)
 - Strengthening Student Success Conference 10/9-10/10
- Documentary Screening Coming in November (Michael)

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean, Erica B.)
 - No representatives in attendance.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - Shane and Mary Ann shared AFT updates.
- ASO
 - No representatives in attendance.
- Counseling (Sabra, Rosa, Amy, Rocio)
 - No representatives in attendance.
- DCC (Chelsea, Matt K.)
- Evolve (Argelia, Chris P.)
 - Evolve Update (Chris P.)
- SLO (Andrew, Nida, Elise)

SLO reports due from Spring 2024 data <ul style="list-style-type: none">▪ 1B (Ashley Gallagher)▪ 1BH (Ashley and Sanam)▪ 1C (Jeff McMahan)▪ 1CH (Tom Cody)▪ 20 (Chelsea Henson)▪ 15A (Lyman Hong)▪ 25B (Ashley)	Fall 2024 SLO Assessments Faculty Leads <ul style="list-style-type: none">▪ 1A, 1AH, 1AS (Chelsea, Rachel, Chris P.)▪ 25A (Ashley and Anna)▪ 35 (Brent)▪ 40A (Tom)▪ 43 (Jocelyn)▪ 78 (Stephanie Schwartz)
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