

English Department Minutes

10/6/22

Attendance: J. Annick, E. Brenes, S. Burnham, M. Cheung, T. Cody, S. Corbin, D. Crotwell, K. Degnan, S. Donnell, A. Gallagher, E. Geraghty, C. Henson, L. Hong, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, J. McMahon, S. Merz, C. Nagao, S. Ochoa, C. Page, B. Peppard, J. Sandor, S. Schwartz, A. Sharp, E. Uyemura, R. Williams
R. Arehart, S. Leinen, S. Peluso
Not in Attendance: R. Cerofecti (SL), J. Gallagher (SL), S. Gates (?), B. Isaacs (?), D. Thompson (SL)
D. Breckheimer, A. Rodriguez, H. Wada

General Business:

- “Delabbing” H203
- Evaluations: student surveys open Saturday, week 7.
 - Communication between evaluator and evaluatee- use the time between being notified of being an evaluator/evaluatee and student evaluations to reach out.
- Counseling:
 - LCJ Counseling Drop-in – Fall 2022 in Humanities 121E:
Mondays 10:00am-11:00am Maribel
Tuesdays 3:00pm-4:00pm Rocio
Wednesdays 1:00pm-2:15pm Sabra
 - Students who are not part of a special program can request a counseling appointment using Counseling Appointment Request form – we encourage students to meet with a counselor early and in advance of registration period:
 - Winter 2023 priority registration begins Monday, November 21st
 - Spring 2023 priority registration begins Monday, December 5th

Department Business:

- Scheduling
 - Please be understanding on what is scheduled. Deb is trying hard to schedule classes to accommodate preferences.
- Modality for 1A/1AS
 - Continue with completely f2f classes along with versions of hybrid
 - 1A async 1AS f2f (current) = 2 hours f2f
 - 1A hybrid 1AS hybrid = 3 hours f2f would fix an issue for students
 - One day
 - Two days
- Timed Writing for English 1A C. Page and Deb
 - According to COR, one graded timed writing needed. To transfer to CSUs, they require timed writing.
 - Discussion on time writing pros/cons, methods and effects in terms of equity.
- 1A/1AS embedded tutor and counseling partnership
 - Cannot opt out of tutors or counseling partnership
- The Faculty Lounge – will discuss at next meeting

- Senate:
 - 9/20 meeting recap, memo sent out Wednesday, 10/5.
 - We discussed the formation of the student success committee. You can consult the academic senate notes to see the second draft of committee membership.
 - We reviewed the requirements for academic senators and have agreed that senators should sit on at least one other campus wide committee as a Senate Rep.
 - Update on the prospect of a campus-wide syllabus: Ed Policy committee is creating a syllabus policy which will come to senate for two readings later this semester. The goal is to have it out and ready by winter. There are certain things that must be in a syllabus and while the suggested syllabus statements remain optional, "the official syllabus policy" will hopefully increase adherence to the minimum requirements (e.g. contact information, SLOs, grading policy). This will go through consultation so there will be opportunities for feedback as discussions move forward.
 - The respiratory care program was granted conditional approval to offer bachelor's degrees! Woohoo!
- SLOs: Elise Geraghty
 - Leads:
 - 1A Kevin Degnan, Chris Page
 - 1AS Christina Nagao and Stephanie Merz
 - 1AH Mora Mattern
 - 25A: Gallagher, Sharp
 - 35: Isaacs
 - 40A: Leiby
 - 43: Chris Glover