

English Department Meeting Minutes November 9, 2023

In-person attendance: Jennifer Annick, Erica Brenes, Stephanie Burnham, Rose Ann Cerofeci, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degnan, Ashley Gallagher, Elise Geraghty, Chelsea Henson, Nida Husain, Elayne Kelley, Mary Ann Leiby, Peter Marcoux, Mora Mattern, Michael McDermit, Jeff McMahan, Chris Page, Jane Sandor, Jocelyn Shaw, Darrell Thompson; **Division Office:** Scott Kushigemachi, Erica Soohoo, Allison Carr

Zoom attendance: Matthew Cheung, Sean Donnell, Suzanne Gates, Christopher Glover, Brent Isaacs, Anna Mavromati Duncan, Christina Nagao, Shane Ochoa, Bruce Peppard, Michael Reyes, Stephanie Schwartz, Rachel Williams, Tiffany Huynh, Sarah Leinen, Sumino Otsuji; **Other:** Rocio Diaz (Counselor)

Absences: Lyman Hong (personal necessity), Rhea Lewitzki (sabbatical), Stephanie Merz (sabbatical), Adrienne Sharp (sick leave)

General Business:

- English-1C SLO #2 Feedback (Jeff)
 - Current: *Identify and assess bias, credibility, and relevance in their own arguments and in the arguments of others, including primary and secondary outside sources.*
 - Suggested: *Students will strengthen their arguments and critical thinking by addressing opposing views and developing rebuttals to those views.*
 - Suggested verbiage was approved and is scheduled to go into effect beginning Winter 2024.
- Course Cap Negotiation Update (Christina, Elayne, Chris G.)

Christina provided an update on course cap negotiation based on what was said during the meeting with VP Lopez that there is no additional money to reduce course caps, with the increase in faculty salaries. She shared that there is a Federation meeting tomorrow, and that the Federation will request additional budget information.
- DEIA Symposium – ENGL-1A/1AS Student Feedback (Chris P.)

Chris P. shared the feedback students provided about the 3 things they found helpful/learned in English 1A/1AS classes:

 1. Highlighting ideas first
 2. Demystifying the subject with further explanation
 3. Encouraging and cultivating possibilities
- Annual Planning (Scott/Allison)

Allison went over each item of the annual plan document to confirm with faculty whether the items were still necessary. Scott added that faculty can email any additional suggestions to Allison. Pete suggested adding monitors to the building to advertise classes and other events.

 1. Staffing: Reading and Writing Studio – Yes, with edits
 2. Equipment: Chromebook cabinets in the classroom – Yes, still needed
 3. Staffing: Pay faculty Special Assignment for ensuring Dual Enrollment/high school classes are consistent – Yes, with proposal to raise amount to \$15,000
 4. Staffing: Increase embedded counseling for English 1A/1AS classes – Yes, with edits

5. Staffing: Commenters for English composition courses – No, remove
 6. Staffing: Address real-time tech support – No, remove
 7. Staffing: Release time, special assignment, and more money for professional development – Yes, with edits
- Accessibility Reminder (Allison)
Allison reminded faculty that all materials need to be accessible for students. She shared that Ryan Martinez is a resource who is available to meet with faculty and provide suggestions. Stephanie B. shared that Canvas has 2 checkers to help ensure accessibility, and recommended using the second one.
 - Chromebook Cart Update (Erica S.)
Chromebook carts (for both individual computer and whole cart checkout) are available on all 3 floors. Labels will be added to each Chromebook.
 - Onizuka Space Science Day 3.16.24 (Scott)
Natural Science is holding presentation for Onizuka Space Science Day. If interested, please email Dean Grant.
 - Contract Grading (Scott)
Contract grading can be done at instructor discretion. Instructor should email Scott with any questions. Anna will send an email to coordinate.
 - Holiday Party (Allison)
The Holiday Party will be held on Thursday, December 7th from 1:15 p.m. to 2:45 p.m. in the Mailroom on the 2nd floor. To RSVP, fill out the Google form.

Updates:

- Academic Senate (Stephanie B., Erica B., Kevin, Brent)
 - Winter Teaching Academy for Continued Learning is a professional development opportunity, which is available to faculty.
- Counseling Announcements (Rocio)
 - Rocio shared hours for LCJ drop-in, general, and express counseling, as well as important dates that are coming up.
- SLO (Kevin, Andrew, Elise)
 - PLO Assessment Process Revision (Kevin)
Kevin shared that some departments on campus have had issues with timely submission of PLOs and suggested that PLOs be folded into Program Review. Faculty voted to keep the same schedule for PLOs.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
Susan shared that the Federation will be having a holiday party. More information will be sent out.
- Guided Pathways Items (Chris P., Argelia)
The LCJ logo is being redesigned and a vote will be taken to select the new logo. Contact Chris P. with any questions.
- ASO (Llenny, Emily)
No ASO representatives were present at this meeting.
- DCC (Chelsea, Matt K.)
No updates.