

## English Department Meeting Minutes February 20, 2024

**In-person attendance:** Jennifer Annick, Tom Cody, Susan Corbin, Dana Crotwell, Elise Geraghty, Lyman Hong, Elayne Kelley, Anna Mavromati Duncan, Jeff McMahon, Stephanie Merz, Chris Page, Jane Sandor, Adrienne Sharp, Jocelyn Shaw; **Division Office:** Scott Kushigemachi, Erica Soohoo, Allison Carr

**Zoom attendance:** Matthew Cheung, Ashley Gallagher, Suzanne Gates, Christopher Glover, Chelsea Henson, Nida Husain, Mary Ann Leiby, Rhea Lewitzki, Mora Mattern, Michael McDermit, Christina Nagao, Bruce Peppard, Michael Reyes, Tiffany Huynh (PT), Sumino Otsuji (PT); **Other:** Rocio Diaz (Counselor), Emily Gomez (ASO)

**Absences:** Erica Brenes (sabbatical), Stephanie Burnham (school business), Rose Ann Cerofeci (school business), Kevin Degnan (school business), Sean Donnell (school business), Brent Isaacs (school business), Peter Marcoux (school business), Shane Ochoa (school business), Stephanie Schwartz (sick leave), Darrell Thompson (school business), Rachel Williams, (sabbatical)

### General Business:

- Students in Distress Guide (Allison)
  - Allison went over the handout which described options for helping students in distress.
- Approved Textbook List (Scott)
  - Faculty confirmed that the office does not need to check or maintain an approved textbook list.
- Syllabi to Helen (Allison)
  - Allison reminded faculty to send all individual course syllabi to Helen.
- Office Hour Posting (Allison)
  - Allison reminded faculty to post their office hours on their office doors.
- New Plagiarism/AI Detection Software (Pete)
  - Faculty were made aware that AI checking is not like a similarity check.
  - Unicheck will be going away.
- FT Scheduling Rotation Reminder (Scott)
  - Scott shared the English department full-time scheduling rotation. The Fall 2024 schedule build is in progress.
- Review of ENGL AAT Template, Literature Planning, Creative Writing Planning (Scott)
  - The CSUs have made changes, and English AAT template needs to be reviewed. Representatives from faculty teaching literature and creative writing classes were asked to meet to gather input. For literature classes, Chelsea will step in for Rachel, who is on sabbatical. Rhea will represent creative writing.
- Comprehensive Integrated Plan (Allison)
  - The department agreed that growth is on par.
  - Under the “Goals” section, it was suggested to add Umoja to the list of special projects.
  - Other suggestions included adding English/Journalism classes related to gaming, offering internship credits for English, and offering courses related to technical writing.
- No Show Deadline
  - Scott reminded faculty that the no show deadline is today (2/20).

## Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
  - There will be a Zoom meeting on Friday, March 1<sup>st</sup> at 9 a.m. A Zoom link will be shared.
- ASO (Llenny, Emily)
  - Emily asked faculty to encourage their students to participate in Club Rush (2/26-2/29), and register to vote for ASO.
- Counseling (Sabra, Rosa, Amy, Rocio)
  - Rocio shared that the last day to apply for a degree/certificate is 2/23 at 4 p.m.
  - The add/drop deadline is 2/25.
  - The Financial Aid Office has a Cash for College event on Saturday, 2/24 in the Student Services Center.
- DCC (Chelsea, Matt K.)
  - Curriculum Review Assignments (Chelsea)
    - Chelsea reminded faculty that English 24A (Dana) and English 25B (Ashley) are up for review.
- Guided Pathways (Argelia, Chris P.)
  - Chris encouraged faculty to join the Guided Pathways Success Team. He shared the campus employees have been participating in the ECC Evolve Summit, where they collaborated in workgroups on how to improve processes at El Camino.
  - The LCJ logo will be redesigned. A meta major survey will be sent out to get input on a new name.
- SLO (Andrew, Elise)
  - Elise shared information on mean success rates and equity gaps for English 1A and English 1C classes. Email Kevin or Elise for more information.