

English Department Meeting Minutes

April 25, 2024

In-Person Attendance: Jennifer Annick, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Dana Crotwell, Sean Donnell, Ashley Gallagher, Chelsea Henson, Lyman Hong, Nida Husain, Mary Ann Leiby, Mora Mattern, Michael McDermit, Stephanie Merz, Chris Page, Bruce Peppard, Michael Reyes, Stephanie Schwartz, Jocelyn Shaw, Darrell Thompson;

Other: Sanam Lamborn; **Division Office:** Scott Kushigemachi, Erica Soohoo

Zoom Attendance: Stephanie Burnham, Susan Corbin, Suzanne Gates, Elise Geraghty, Christopher Glover, Brent Isaacs, Elayne Kelley, Rhea Lewitzki, Peter Marcoux, Anna Mavromati Duncan, Jeff McMahan, Christina Nagao, Shane Ochoa, Jane Sandor, Adrienne Sharp, Tiffany (Huynh); **Other:** Rocio Diaz (Counselor)

Absences: Erica Brenes (sabbatical), Kevin Degnan (school business), Rachel Williams (sabbatical)

General Business:

- Academic Tech Updates (Stephanie B.)
 - Stephanie B. gave updates on the recent Academic Technology Conference, and shared a handout from the conference on AI.
- AI Syllabus Statement Samples (see packet)
 - A handout with sample AI Policy syllabi statements was shared.
- ODEAC Feedback (Rhea)
 - Rhea is working with Moses and asked faculty to email her with any feedback, recommendations, or ideas about how student interactions on Canvas can be improved.
- May Brown Bag: Tues., May 7th H316 1:15-2:15 p.m.
 - Stephanie B. shared that the Tuesdays that these sessions have been scheduled for coincide with Academic Senate meetings.
- Chromebook Reminder (Scott)
 - Scott reminded faculty to make sure Chromebooks are returned to the carts, and ensure cart doors are properly closed to prevent damage to the carts.
- Evaluation Timeline in 24-25 (Scott)
 - Faculty agreed to delay some evaluations to spread them more evenly over the Fall/Spring semesters.
- Program Maps (Scott)
 - Scott asked for volunteers to help review program maps. Chris P., Jocelyn, and Stephanie M. volunteered to assist. Rocio also volunteered to help if counseling assistance is needed. Any additional faculty interested in volunteering should email Scott.
- Common Course Numbering in 24/25: ENGL 1A and ENGL 1C (Scott)
 - All California Community Colleges will be working on moving towards a common course numbering system and English 1A and 1C were selected. Scott provided below links with additional information and recommended that faculty view links, so they are aware and can provide any feedback they have.
 - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project>
 - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project/ccn-task-force>
- Mora Mattern in *Lombardi Voices*
 - Faculty congratulated Mora on having her poems published in *Lombardi Voices*.
 - <https://files.constantcontact.com/2f6b8b84901/8c064a74-f689-4bd6-8153-8d6f13004d61.pdf>

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
 - See email updates
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - Shane encouraged faculty to attend general membership meetings, where they can stay informed of changes and provide feedback.
- ASO (Llendy, Emily, Lucas)
 - No representatives present
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Rocio shared important upcoming dates:
 - May 2nd – Cal Grant Deadline
 - May 13th – Summer registration begins
 - May 20th – Fall registration begins
- DCC (Chelsea, Matt K.)
 - Chelsea will email faculty teaching English courses that are due for review in Fall 2024.
- Guided Pathways and ENGL 1A/1AS Committee (Argelia, Chris P.)
 - Embedded Counseling
 - Chris P. asked faculty to share any feedback about experiences with embedded counseling and/or tutors in English 1A/1AS classes.
 - Let's Conquer It
 - English 1A help will be available for students in the RWS at the Let's Conquer It events on 5/2 and 5/16. To volunteer, sign up using the QR code. Flex credit is available for volunteers.
 - English 1A Survey
 - Chris P. will be sending out a short survey to all English 1A instructors to get feedback on types and number of assignments given in 1A classes.
- SLO (Andrew, Elise)
 - Elise will send an email reminder to instructors teaching the 2 composition courses and the literature course being assessed with instructions on how to enter data.