

English Department

Meeting Agenda

12/1/22

In attendance: J. Annick, E. Brenes, S. Burnham, R. Cerofeci, M. Cheung, T. Cody, S. Corbin, K. Degnan, A. Gallagher, S. Gates, E. Geraghty, C. Henson, L. Hong, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, S. Merz, C. Nagao, S. Ochoa, C. Page, B. Peppard, J. Sandor, S. Schwartz, A. Sharp, D. Thompson, R. Williams  
R. Arehart, T. Huynh, S. Leinen, S. Otsuji  
D. Breckheimer, R. Diaz, S. Kushigemachi, H. Urban, H. Wada  
Not in attendance: D. Crotwell (PN), S. Donnell (PN), C. Glover (PN), B. Isaacs (PB), J. McMahon (PN)

**Announcements:**

- Counseling: Rocio Diaz –
  - [Winter and Spring registration](#) is underway! Students can schedule a counseling appointment in one of the following ways:
    - Call the Counseling front desk at 310-660-3458 - Monday-Thursday 9:00am-5:00pm; Friday 9:00am-1:00pm (**most efficient option**)
    - Stop by the Counseling front desk on the second floor of the Student Services Building - Monday-Thursday 9:00am-5:00pm; Friday 9:00am-1:00pm
    - Fill out [Counseling Appointment Request form](#)
  - Drop-in registration support is available online and on-campus through the [Warrior Welcome Center](#)
    - [Online Hours](#): Monday-Thursday 8:00am-7:00pm; Friday 8:00am-4:30pm
    - On-campus Hours in Student Services Building, First Floor: Monday-Thursday 8:00am-5:00pm; Friday 8:00am-1:00pm
      - Reminder about [El Camino College Scholarship Application](#): deadline is December 23, 2022.
- Senate: Stephanie Burnham
  - Academic Senate: please check your email or our ECC Lounge site for updates. Our next meeting is this coming Tuesday 1/6 1-2:30 in LIB 166 and on zoom if you would like to attend.
- Winter Session Equity Training: Erica Brenes
  - Equity Minded Teaching Institute (EMTI) is accepting applications for Winter 23-- The due date is Friday (Shh... Erica knows someone on the inside who accepts late work!).  
Why should folks apply?
    - EMTI is a great opportunity to reflect on one's teaching and come to spring refreshed and empowered.
    - EMTI aims to spread research-based high impact practices and help you feel up to date when it comes to serving our scholars;
    - EMTI is a cohort designed to make your pursuit of equity and justice feel less lonely.
    - It's paid! Even if you're teaching this winter, you can still engage in EMTI and earn a stipend.
      - Deb found out that if you have a winter schedule that conflicts with the training, we can get you a sub and your absence would be counted as school business.
- Help spread the word about classes:
  - Winter classes – great solution for students who need to repeat!
  - Spring - English 24B Creative Writing Workshop Poetry 6604 hybrid Tuesdays 11:30-12:55 (Crotwell)
  - Spring - English 27 Children's Lit 6607 hybrid Tuesday 8-9:20 (Henson)
- Writing Center:
  - Will be open through Thursday 12/15
  - Starting 1/5 the WC will be open for winter session
  - It will be housed in the Language Lab (H114) because we hope that the remodel will be underway for our upcoming modernization project.
  - Send Deb and Chris suggestion on new name for the Writing Center. One suggestion: "Reading/Writing Studio"
  - Research Panic week starts next week (M-TH); there will be a librarian in the WC to assist with research tutoring.

- Please sign the ecard for our writing center tutors and staff:
  - As we come to the close of the semester, I want to recognize the wonderful tutoring and support staff in the Writing Center who meet with our students in the center and work as embedded tutors in English 1AS sections. I know it would mean a lot to them if you would [take a moment to add your name and a quick note to this e-card](#).

**Department Business:**

- Class Caps: Stephanie Merz
  - 1A, 1A/1AS cap request not approved. Stephanie will resubmit along with class caps for 1B and 1C.
- English 1C, revision to SLOs: Kevin, Jeff, and Anna
  - Kevin, Jeff, and Anna proposed a change in the SLOs for 1C to replace the “grammar” SLO with one about addressing counter-argument because addressing counter-argument is in the COR and grammar isn’t. Tom Cody and Pete Marcoux pointed out that in their early work on revising the 1C COR, they had the unstated intent of adding more contact hours so we could allow for some time to teach grammar in 1C. Further discussion of the 1C SLOs was tabled until 2023.  
  
SLO assessment for 1A and 1AS this semester will be done by Canvas Outcomes so we can get clearer, finer data on how different student groups are doing at the SLO level. Elise will be circulating a training video to guide faculty through the short, easy process of setting up Canvas Outcomes in their course and attaching them to an assignment. The data is due by the end of this semester.
- 1A/1AS Committee recommendations: Chris Page
  - Timed writing – need to have on 1A & 1A/S syllabus to be in compliance for transfer CSU. To be included in Welcome Packet.
  - Visiting classrooms in SP23 – Chris will email details later.
- Department meetings for Spring 23: Deb
  - Department meetings dedicated to a particular topic. Mandatory for FT with flex credit.
- Equity Work: Michael
  - Discussion in groups.