

## English Department

### Meeting Minutes

2/23/2023

In attendance: J. Annick, E. Brenes, S. Burnham, R. Cerofeci, M. Cheung, T. Cody, S. Corbin, D. Crotwell, A. Gallagher, E. Geraghty, C. Glover, C. Henson, L. Hong, B. Isaacs, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, J. McMahan, S. Merz, C. Nagao, S. Ochoa, C. Page, S. Schwartz, A. Sharp, D. Thompson, R. Williams S. Leinen, R. Diaz P. Hahn, D. Breckheimer, S. Kushigemachi, S. Shapiro-Baker. Not in attendance: K. Degnan (SB) S. Donnell (SL), S. Gates (PB)

#### Department Business:

- No show report due today!
- English Screening Committee – Discussion on EER and sitting on an English hiring committee.
  - Correction: faculty from outside the department highly recommended not required. She also clarified that the EER must be agreed accepted by the search committee.
  - Attending all meetings:
    - Right of management
    - Not prohibited in the CBA
    - Long-standing practice for good reason
  - EEO/EER. Jaynie Ishikawa. Discussion on the EER process and EER's responsibilities.
  - After Jaynie Ishikawa left the meeting there was discussion on if you need to attend all meetings. Deb explained.
  - A vote was conducted to determine if the department wanted more than the 3 required discipline faculty committee members (3 required; we can have more). The department voted. The vote supported having 4 discipline faculty members on the search committee.
  - Since Deb had 6 volunteers, it was decided that the vote for faculty committee members would take place after the meeting via email. Neither Deb nor Scott was involved in the voting process. The six names voted on are: Ochoa, Page, Glover, Cerofeci, Brenes, and Henson.

#### Counseling Announcements:

- Last day to file an intent to graduate petition is Friday, February 24<sup>th</sup> at 4:00pm. For support, students can connect with a counselor on a drop-in basis (until 2/24 at 4:00pm) on-campus or [via Zoom](#)
- Counseling drop-in hours available in HUM 121E: Mondays 12:15-2:15pm (Sabra) and Thursdays 12:30-2:00pm (Maribel). *Flyer attached*
- Counseling appointments resume next week! Students can schedule an 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, or
- 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, or
- Fill out [Counseling Appointment Request form](#)
- Summer 2023 priority registration begins May 15, 2023

Fall 2023 priority registration begins May 22, 2023

**College Technology Updates:** Stephanie Burnham. This agenda item was not covered in the meeting. Stephanie Burnham will email the following information to the department.

- Save the Date! Our Educational Technology Conference is Friday 3/24 in-person. Look for an email with the signup link coming soon.
- MyECC is being retired: Ellucian, the parent company that owns our MyECC will no longer support the interface. We have some options for a replacement (mainly, a standard replacement option Ellucian is offering, an upgraded version of that standard, or going with a third party). If you have opinions and want to be part of the working group getting together to decide what to change it to, you can contact Loic Audusseau at [laudusseau@elcamino.edu](mailto:laudusseau@elcamino.edu). If you have opinions but don't want to join the group, I will probably be joining, and you can send me your input (e.g. what you like/dislike about the current system; what you currently use it for; what you would like it to do; etc.).
- A new WiFi expansion project will extend the range of our current WiFi coverage area to the parking lots. Estimated completion: Fall 2023.
- Update on the Library's Laptop and Hotspots loans: while the laptop loans are here to stay, we are no longer offering hotspots (funding ran out). You can direct your students to the LA County Public Libraries; some are offering hotspots.

**Survey Request:** Stephanie Burnham. This agenda item was not covered in the meeting

- One of our honors students is doing a research project on the effects of [ratemyprofessor.com](http://ratemyprofessor.com); if you have a minute to take [this brief survey](#), she would appreciate it!

**Senate Announcements:** This agenda item was not covered in the meeting. Erica Brenes will email the following notes from the 2/21 session to the department.

The campus has crafted a new DEIA statement-- you may review it in our senate minutes. If Greetings from your friendly neighborhood senators. See our notes below from the 2/21 session.

- The campus has crafted a new DEIA statement-- you may review it in our senate minutes. If you'd like to make suggestions, please do so by 3/2,
- You may also want to look over our newly revised ADA board policy and academic procedure. Review language and submit changes by 3/12,
- We need volunteers:

- Faculty (FT or PT) from LCJ are needed for ECC student success committee (This committee meets 1 Fri./month),
- 2FT and 1 PT Faculty are needed for the Safety Committee (1<sup>st</sup> meeting is 3/17, 4-5:30). PT staff will be paid special assignment. Specifically looking for faculty who teach at night.
  
- EDI committee will be distributing a survey via email so staff can contribute to the agenda-- Keep an eye out and please add your insight,
- Worried about AI and how it impacts academic integrity? Join the listening session at 11AM on Friday (3/2).
- SLO Analysis Reports are due 3/3; Changes to SLO/PLO timeline also due to division facilitators 3/3; PLO Reports due 3/17
  - Check out the new pipeline from Canvas to Nuventive for SLO data,
  - Access results at solutions.nuventive.com and you can see the dashboard as you enter your own results.
  - If you want to be trained in this, PD is available at 1:30PM on March 1 & 8 (Eligible for EDI and DE Flex).

**Writing Center:** Glover

- **AFT:** - new division rep(s) needed.