

English Department Meeting Minutes

2/24/22

Attendance: J. Annick, G. Armao, E. Brenes, S. Burnham, R. Cerofeci, T. Cody, S. Corbin, D. Crotwell, S. Donnell, S. Gates, C. Glover, C. Henson, L. Hong, B. Isaacs, 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, A. Sharp, D. Thompson, R. Williams
T. Huynh, S. Otsuji, S. Peluso, R. Ritchie, E. Walker
D. Breckheimer, R. Diaz, S. Kushigemachi, H. Wada
Not in attendance: M. Cheung (SL), K. Degnan (SB), A. Gallagher (Sabb), S. Schwartz

School Business:

- Service Awards:
 - Adrienne Sharp 30 years
 - Jeffrey McMahon 25 years
 - Jennifer Annick 20 years
 - Susan Corbin 20 years
 - Lyman Hong 20 years
 - Stephanie Schwartz 20 years
 - Christopher Glover 5 years
- Complete your no shows
- Cherry Blossom Festival 3/31 @ college hour
- Rocio Diaz Counseling Updates and Deadlines
 - Graduation petition Spring deadline (for AA, AS, AA-T, AS-T, and certificates): **Friday, February 25th**
 - Forms for AA, AS and certificates (these do not require meeting with a counselor) will stay open until Sunday, February 27th
 - Last day to add/drop 16-week classes is **Sunday, February 27th**
 - If students have trouble adding, option to refer to add/drop form
 - Cal Grant priority deadline for 2022-23 FAFSA and CA Dream Act applications: **Wednesday, March 2, 2022**
 - Counseling appointments resume Monday, February 28th
- Questions for Rocio
 - Planned Office Hours in Humanities-starting soon.

Department Business:

- SLO, Anna
 - Thank you to those who already input SLO data
 - Deadline is next Friday for those who have not done it yet. You will be getting an email.
- Senate, Elayne
 - Waiver to teach online has expired. Need recertification every five years.
 - AB705 – English 1 will no longer be offered starting fall. This summer will be the last time it will be offered.

- Writing Center, Christopher Glover
 - The Writing Center will open this Monday, February 28th.
 - Faculty will be available in the WC as special assignment.
 - Debbie Mochidome will be in WC to assist ESL students.

- Annual/Unit Planning, Recommendations Scott and Deb
 - Discussion on Program Review assessment.
 - Training for Annual Planning
 - The two annual planning training sessions mentioned below are now listed in Cornerstone. All faculty should see these links in Cornerstone. If needed, the links are:
 - March 1st, 1:15-2:15pm – [Cornerstone link](#)
 - March 4th, 2-3pm – [Cornerstone link](#)

Announcements:

- Ed Tech Conference, Stephanie Burnham
 - Save the Date- 3/24 in person, 3/25 Virtual
 Breakout sessions can be used for teaching online certification
 Flyer attached:



SaveTheDate.pdf

- Myriad Submission, Anna
 - Let your student know about submitting to Myriad. Bookmarkers will be available in the mailroom soon.
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- Retirement Party for Char and Tracy
 - Tuesday, 3/29 after the next English department meeting