English Department Meeting Minutes
September 14, 2023

Attendance: Jennifer Annick, Erica Brenes, Stephanie Burnham, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degnan, Sean Donnell, Ashley Gallagher, Suzanne Gates, Elise Geraghty, Christopher Glover, Chelsea Henson, Nida Husain, Brent Isaacs, Elayne Kelley, Mary Ann Leiby, Peter Marcoux, Mora Mattern, Anna Mavromati Duncan, Michael McDermit, Jeff McMahon, Christina Nagao, Shane Ochoa, Chris Page, Bruce Peppard, Michael Reyes, Jane Sandor, Stephanie Schwarz, Adrienne Sharp, Jocelyn Shaw, Darrell Thompson, Rachel Williams, Scott Kushigemachi, Allison Carr, Erica Soohoo

Not in Attendance: Lyman Hong (PN), Rhea Lewitzki (S), Stephanie Merz (S)

Department Business:

- Meeting Modality: (Scott)
  Zoom will be an option for faculty department meetings. 9 full-time faculty joined on zoom in one of the Hyflex rooms, H 316.

- ENGL 1A, ENGL 1C C-ID Descriptor Revision: 6,000 words per semester to 5,000 words in formal assessments such as essays. The C-ID moved to revise based on a change at the UCs. Elayne Kelley agreed to lead the revision in Curriculog; Chelsea noted there was a due date of Oct. 5th. Update (Scott)

- Student Worker Allocation: (Scott)
  Scott showed the dept. a breakdown of how much each department is given to spend on student workers. Bruce and Darrell gave examples of how student workers were utilized pre-Covid. Mary Leiby stated that she was having trouble getting a federal work study person hired, even though it is an ADA violation for the school. Scott explained how the funds could be divided, possibly, but that workers would still need to go through a regular hiring process with HR. Stephanie D. suggested possibly sharing a worker across several faculty to help utilize the given hours. Susan C. suggested using workers to do research online on timely topics and issues.

- Spring Availability Form, Spring 2024 Schedule: (Scott) Schedule forms are now available. Praise was given to Erica S. for the new, easier form. Faculty were invited to give input on course modality and offerings.

- Conference Funding: (Bruce)
  Bruce reported that though there is less money than in the past for conference attendance, if we don't use the money, we lose it altogether. He encouraged people to reach out if they need funding for specific conferences. Erica B. stated that she went to a week-long training at Lake Arrowhead recently for Puente and that it was excellent.

- Reading & Writing Studio (RWS): (Chris G.)
  Chris G. noted that traffic was up at the RWS compared to this time last fall. There has been increased usage by students for writing assignments, ESL conversation labs, and generally as a space to relax. Faculty asked about traveling tutors and he confirmed those were still available. He also encouraged faculty to schedule orientations or have tutors come and give a presentation in the classroom. There are upcoming workshops for ENG 1A, 1C students in-person and on zoom as well.

- Committee for RWS Mentorship Program: (Matt)

  Matt C. spoke about his recent experience of mentoring tutors who want to become instructors and are working in the studio. Several tutors are also adjunct faculty. Matt explained that he works with tutors on writing prompts, CV development, and other things related to an academic career teaching composition. He asked for faculty interested in volunteering to raise hands and many did. A google form for volunteers among fulltime faculty is currently being circulated.

- ENGL 1AS: SLOs, AI unit: (Chris P.)

  Chris P. reported that after he and Kevin looked at SLO data collected through Canvas, there is still a major equity gap in students who successfully complete SLO 2, which deals with incorporating sources accurately. Chris and Kevin have developed a unit that addresses AI, incorporates research and source citation with a low-stakes in class writing assignment. They can share the unit and offered to e-mail it to interested faculty.

- SLO Assessment Timelines: Elise shared that other departments in the division have voted to assess course SLOs every other year. This has received approval from the ACCJC statewide accreditation officer for the college. Last fall, 6800 ENG 1A SLO results were analyzed through the SLO reporting structure in Canvas. Kevin and Jeff McMahon have been talking and analyzing data from student in their 1A courses. The initial faculty vote favored every other year for 1A, but after further discussion including the analyses of data shared by Chris P. that Black and Brown students seem to be the most severely impacted in terms of equity and SLO completion, a majority of the faculty voted in favor of keeping the 1A, 1B, 1C courses on a yearly assessment timeline. Faculty voted in favor of assessing the literature courses every other year, as they are offered.

  Reports due from Spring 2023 data
  - 1B (Ashley)
  - 1BH (Rachel)
  - 1C (Jeff)
  - 1CH (Tom)
  - 15B (Mary Ann)
  - 24A (Rhea)
  - 24B (Dana)
  - 27 (Chelsea)
  - 36 (Brent)
  - 42 (Shane)
  - 48 (Dana)
  - 78 (Stephanie S.)
  - 98 (Anna)
  - Humanities (Darrell)

- New SLO Facilitator for Humanities: (Kevin)

  Kevin asked for a volunteer to replace Elise in coordinating the SLO assessment because of a schedule conflict with the Assessment of Learning Committee. No one volunteered. Pete asked if all faculty present were agreeing to collect data through Canvas. There seemed to be consensus, though no formal vote was taken.

- <u>English 1C SLO Data from Spring 2023:</u> (Kevin, Jeff)
  Jeff shared that SLO 2, which deals with assessing bias, has wording that needs editing and could help close the equity gap for that SLO. Of the 650 students assessed last spring, there was a 20% gap between success rates for Black and Asian students, and a 15% gap between Black and White students. Other groups' data were not shared at this time. Darrell and Mora both asked for more time to consider proposed changes in wording, and Erica B. questioned the phrase assessing bias, in that it could be open to interpretation. Jeff agreed that the revisions needed more input and that he would send the current SLO to faculty so that it could be revised based on their feedback.

- <u>Chromebooks, Computer Questions</u>: (Erica S.)
  Erica S. has devised a solution to the issue of Chromebook carts missing Chromebooks at times. She has designated a cart on each floor to be the "loaner" cart, so that when faculty only need a few Chromebooks at a time, they can check that out from the particular cart and that the other carts would remain fully stocked. Faculty applauded the decision.

- <u>ChatGPT Workshop Series</u>: (Erica B.)
  Erica B. promoted her workshop on this topic and invited faculty to join.

Updates:
- <u>AFT</u> (Mora)
  Mora spoke about the ongoing contract negotiations for faculty. Because the Federation and the bargaining team are currently in mediation with a state-appointed mediator, there are no detailed updates at this time. Mora invited faculty to be on the lookout for e-mails from the Federation and to see the organizations social media for more information.
- <u>Academic Senate</u> (Stephanie B., Erica B.)
  - Format for Senate Share-out: it was agreed to continue the e-mail summary and also ad the summary to the monthly meeting agenda handout.
- <u>Guided Pathways: Re-organized Success Team Plan</u> (Chris P.)
  Chris P. reported that teams were being reorganized and the new success team will attend one or more meetings of each committee every semester; they'll share information, offer suggestions, and connect them to resources (like special funding for projects, recruitment for events, etc.). Details are still being worked out, but the idea is to open a line between all the committees that can establish a Guided Pathways framework in the division by leveraging work that's already being done.
- <u>DCC</u> (Chelsea)
  Chelsea has sent timelines and reminders to committee members. Faculty who are leading course revision have also been notified.