

El Camino College Humanities Division
English Department Meeting
February 6, 2014

In attendance:

J. Annick	X	M. Ansite	X	G. Armao	X	S. Bachmann	SB	S. Blake	X
D. Breckheimer	X	B. Budrovich	X	A. Carr	SL	M. Cheung	X	T. Cody	X
K. Degnan	X	S. Donnell	?	D. Crotwell	X	S. Gates	?	A. Gallagher	X
B. Halonen	X	C. Henson	X	L. Hong	X	B. Isaacs	X	B. Jaffe	X
B. James	X	J. Jung	X	R. Ketai	L	S. Kushigemachi	X	M. Leiby	X
J. Madden	X	P. Marcoux	X	S. Merz	X	K. McLaughlin	SB	J. McMahon	EL
C. Nagao	X	B. Peppard	X	A. Sharp	X	C. Somin	SL	D. Thompson	X
S. Waterworth	X	L. Welsh	X	R. Williams	X	J. Zhao	X	R. Cerofeci	X
S. Corbin	X	R. Kistler	X	V. McCallum	X	I. Newbury	X	C. Parks	X
S. Schwartz	X	L. Knox	X	M. Bauer	X	T. Huynh	X		X

1. ANNOUNCEMENTS

- Myriad's submission details: Students from Su13, FA13, & Sp14 can submit up to three poems, three pieces of art, and one 5,000 word (max) short story to the.myriad@gmail.com before 11:59pm, March 11.
- The Myriad reading will be Thursday, May 8th, at 1:00pm in the Distance Ed classroom.
- El Camino Computer Tech conference, "Evolution of Learning Spaces: Technologies Impacting Community College Classrooms," will be held on Saturday, February 21 (8:30 a.m. – 2:00 p.m.), in East Dining Room.
- Cherry Blossom Festival will be held on Tuesday, March 4.
- Kate Collins, department secretary, is retiring at the end of February.

2. RECORD KEEPING

- 2.1. Syllabus consistency: Elise thanked committee members for volunteering to spot check syllabi for consistency. Elise will be contacting individual committee members regarding their assignments.
- 2.2. No Shows (100% complete); Active Enrollment (in progress, due by end of this week)
- 2.3. Late Adds (DON'T DO IT!)

3. SLO BUSINESS

(Kevin and Stephanie)

- 3.1. Assessment reports from fall are due in TracDat next week; Kevin and Stephanie will help SLO leaders with the inputting of reports.
- 3.2. SLO timelines: Kevin and Stephanie will be working with SLO leaders to formalize the new timeline, which will likely involve all courses being assessed every year.

- 3.3. Consistency Projects: English B Consistency Project meets Friday, March 7, 9:00 a.m. to 12: 30 p.m. (8:30 a.m. for continental breakfast). Location TBA
- 3.4. Consistency Project, English A: dates TBA

4. CURRICULUM

- 4.1. 1C Course Review underway with Chelsea Henson and Christina Nagao as leaders
- 4.2. 1B Course Review underway with Rachel Williams and Mary Ann Leiby as leaders
- 4.3. Pete Marcoux and Lyman Hong agree to hold another English degree workshop this semester. Elise will work with Pete and Lyman regarding information about the new TMC AA-T degree.