

**El Camino College Humanities Division
English Department Meeting
February 28, 2013**

M. Anderson	-	J. Annick	X	M. Ansite	X	G. Armao	X	S. Bachmann	X
S. Blake	X	D. Breckheimer	X	B. Budrovich	X	A. Carr	X	M. Cheung	X
T. Cody	X	S. Donnell	-	D. Crotwell	X	S. Gates	-	A. Gallagher	X
B. Halonen	X	L. Hong	X	B. Isaacs	-	B. Jaffe	X	B. James	X
J. Jung	X	R. Ketai	-	S. Kushigemachi	X	M. Leiby	X	J. Madden	-
P. Marcoux	X	S. Merz	X	K. McLaughlin	X	J. McMahan	-	C. Nagao	X
B. Peppard	X	A. Sharp	X	C. Somin	-	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	-
L. Knox	X	N. Burruss	X						

1. ANNOUNCEMENTS

- Applause cards for Rachel Williams!
- Computer locks available for laptops—see Elise
- Looking for Flex credit—DVD’s available—see Elise
- March 7th is the deadline for Petition to Graduate
- YRC: Call For Papers—meets June 27-29, 2013
- Staff Development Committee announces that they need faculty members to sit on the “getting the job/interviewing strategies” panel scheduled for March 15th—contact Rose Ann

2. RECORD KEEPING

2.1. Syllabus consistency

- Syllabus must be consistent with Curricunet

2.2. No Shows (100% complete); Active Enrollment (in progress, due by end of this week)

- Discussed the difference between “no shows” and “active enrollment”

3. ACCREDITATION

(Tom and Elise)

3.1. ACCJC Warning Letter

- El Camino College has received its 2nd warning for lack of progress on SLO assessments from Accrediting Commission for Community and Junior Colleges
- El Camino College must correct the deficiencies noted no later than October 15, 2013
- Faculty received hard copies of ACCJC Accreditation Warning Letter and ACCJC Rubrics for Evaluating Institutional Effectiveness

- Emphasis on Rubric for Evaluating Institutional Effectiveness—Part III: Student Learning Outcomes

3.2. SLO assessment plan

- Division Focus on SLO's—100% compliance by end of Spring 2013
- Reach Proficiency level on SLO Rubric—goal for the Spring/Fall 2013

3.2.1. Consistency Project

- Quality of SLO assessment reflects sustained thought and engaged effort of all faculty members
- Emphasis on bringing transparency through making connections to SLO assessment
- SLO assessment documentation—how do we “show” it/how is it measured?
- Committees/Learning Teams role in SLO assessment transparency

3.2.2. Brown Bag 1A Research: Wednesday, March 20 (1A Learning Team)

- Brown Bag on Wednesday, March 20th will focus on advanced internet research
- Emphasis on English 1A SLO's

4. CURRICULUM (Allison)

- Faculty must submit English 1A Research Assignment by March 15th
- Save the Date: April 26th--Workshop

5. LIBRARY (Claudia and Seth)

- Claudia and Seth introduced the Embedded Librarian Pilot Program Proposal
- A call for volunteers for Library Pathfinders
- Emphasis on building relationships with librarians/Enhancing research strategies/topics for teachers and students

Thank You to Today's Recorder: Ashley Gallagher