

## **English Meeting Agenda September 12, 2017**

**In attendance:** Jennifer Annick, Gene Armao, Erica Brenes, Barbara Budrovich, Rose Ann Cerofeci, Matthew Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degnan, Sean Donnell, Erika Gavitt, Christopher Glover, Briita Halonen, Chelsea Henson, Lyman Hong, Brent Isaacs, Elayne Rodriguez Kelley Rachel Ketaj, Scott Kushigemachi, Mary Ann Leiby, Rhea Lewitzki, Peter Marcoux, Mora Mattern, Jeff McMahon, Stephanie Merz, Christina Nagao, Christopher Page, Bruce Peppard, Jane Sandor, Stephanie Schwartz, Darrell Thompson, Laura Welsh

**Minutes taken by:**

Michele Bynum

**ANNOUNCEMENTS**

- No Show Report 100%. Thank you!
- Active Enrollment starts today; please submit by Thursday evening unless discussed with Elise.
- Gender neutral bathroom takes place of men's faculty restroom—get keys from campus police.
- California earthquake drill October 19 at 10:19 a.m. If you have students with mobility issues, see Elise for special instructions.
- Strip schedules will be ready for signature - estimated Monday, 9/19/17.

**WEB SOURCES LESSON FOR 1A** (Chelsea Henson)

- Chelsea presented a lesson for credible and academically-appropriate websites used as sources in the English 1A capstone research paper.

**SLO Update** (Kevin Degnan and Rhea Lewinsky)

- Kevin reminded faculty that SLO's are due Friday 9/15/17. There are a few people who still need to turn them in.
- Rhea presented the new SLOs for creative writing courses. Faculty reviewed and approved the SLO's.

**EVALUATIONS**

- Evaluations are to help others improve and need to be constructive and honest. If you feel like a person needs improvement and are uncomfortable writing the evaluation, bring it to Deborah or Elise.
- Student evaluations will be administered by the evaluation faculty member and/or an office staff member.

**OTHER**

- A suggestion was made to install a paper towel dispenser in the mailroom.