

**English Department Minutes**  
**September 8, 2016**

**Attendees: J. Annick, G. Armao, S. Bachmann, D. Breckheimer, E. Brenes, B. Budrovich, R. A. Cerofeci, M. Cheung, T. Cody, D. Crotwell, K. Degnan, A. Gallagher, C. Glover, B. Halonen, C. Henson, B. Isaacs, B. Jaffe, R. Kistler, S. Kushigemachi, M.A. Leiby, R. Lewitzki, J. Madden, P. Marcoux, C. Nagao, C. Page, B. Peppard, J. Sandor, A. Sharp, D. Thompson, S. Waterworth, L. Welsh, E. Williams, R. Williams, T. Huynh, K. Runkle, Tom Lew (Dean), Elise Geraghty (Associate Dean)**

1. ANNOUNCEMENTS

- 1.1. Thursday, September 22 from 11:00 a.m. to 12:30 ABC reporter Anabel Munoz in East Dining Room (arranged by Alicia Class)
- 1.2. November 8 through November 12: 80<sup>th</sup> Anniversary of Spanish Civil War events
- 1.3. No Show/Active Enrollment

2. SLO UPDATE (Kevin and Rhea)

- 2.1. English courses assessed **spring, 2016** and need reports: 80, 1BH, 1C, 1CH, 84, A, 15B, 20, 24A, 31, 36, 78, 98. Leads are known for all courses except 1CH
- 2.2. **Fall 2016:** 82 (Cerofeci), B (Halonen & Annick), 1A (Page & Gallagher), 1AH (Bachmann), 15A (Henson), 21 (R. Williams), 25A (Sharp), 30 (Peppard), 40A (Leiby), and 50RWA (Brenes).

3. SAFETY UPDATE (Tom)

- 3.1. There are now phones in all Humanities classrooms; the phones work as a PA system and will allow calls out to campus police and/or 911.
- 3.2. Tom explained that the security door locks available for older buildings will not be used in Humanities classrooms because they cannot be used on fire-coded doors. The entire lock will have to be changed out on each door so that the doors can be locked from the inside. The job will have to go out to bid, and the timing on this work is as yet unknown.

4. EQUITY UPDATE (Deb)

- 4.1. Deb explained her focus this semester on equity-minded professional development workshops. There will be some guest speakers, including Kenjus Watson. She will be sending out dates.
- 4.2. Deb reminded the faculty that she is providing academic help to struggling students. She suggests that faculty identify roughly three students per section who would benefit from intervention. She reviewed the referral process. This conversation will continue throughout the semester.

5. CURRICULUM (Elise and Tom)

- 5.1. C-ID AA-T up for review. Deadline is September 16.
- 5.2. Common Assessment update. It will likely be delayed beyond the original implementation date of spring, 2017. We will keep the faculty updated.

6. RETIREMENTS (Tom)

Tom acknowledged the two faculty members who have submitted their retirement letters, Stephan Waterworth and Rosemarie Kistler.

Tom confirmed that after thirty-one years of services as dean, he will be retiring at the end of December.