

English Department Meeting Agenda

5/28/20

Attendance:

Jennifer Annick, Erica Brenes, Barbara Budrovich, Stephanie Burnham, Rose Ann Cerofeci, Matt Cheung, Tom Cody, Susan Corbin, Dana Crotwell, Kevin Degnan, Ashely Gallagher, Chris Glover, Briita Halonen, Chelsea Henson, Lyman Hong, Brent Isaacs, Elayne Kelley, Mary Ann Leiby, Rhea Lewitzki, Pete Marcoux, Mora Mattern, Anna Mavromati, Michael McDermit, Jeff McMahon, Stephanie Merz, Christina Nagao, Shane Ochoa, Bruce Peppard, Jane Sandor, Stephanie Schwartz, Adrienne Sharp, Darrell Thompson, Laura Welsh, Rachel Williams (Not present: Gene Armao, Sean Donnell, and Chris Page (SB))
Erika Gavitt, Elice Hennessee, Tiffany Huynh, Sarah Leinen, Kim Runkle, Mitzi Stover, Cindy Tino-Sandoval Kerri Webb, Al Zucker
Debra Breckheimer, Scott Kushigemachi, Sabra Sabio, Helen Wada

School Business:

- Debra opened the meeting by thanking everyone for their hard work and adapting so well with the switch to teaching their classes online.
- Commencement – June 12th. Thank you for getting your pictures to Dr. Shankweiler’s office
 - It looks like everyone got their photos in for commencement.
 - Let Debra know if you haven’t been able to get on the commencement website.
- No office use in the summer
 - Many have asked if they would be able to go on campus to work in their offices. Debra asked and the answer is no but maybe in the fall, a space may be made available.
 - The Humanities building will be one of the last buildings to open.
- Grades are due seven days after the close of your last class
 - Reach out to Debra or Scott if you are having problems with posting grades.
- Drops and EWs should be completed by the end of Friday, 5/29
 - A&R is still working on completing the drops and EWs. Tell Debra and Scott if you are having issues. Cc them when emailing A&R.
 - There was a question regarding how to know if student chose P/NP. Instructor will know when doing grades.

General Department Business:

- Suggested COVID syllabus statement-
“I welcome you to the class; our class will be a great haven during these unprecedented times. The pandemic has brought changes to our lives including the way we teach and learn. For many, it has also brought new levels of stress and, likely, added responsibility. I understand. By taking this class, you will be adding more responsibilities. I will do my best to work with you. Your demonstration of learning the standards and meeting deadlines are still an important part of this class and of the college experience. Standards such as these are an integral part of a college education. A quality, equity-infused education remains El Camino College’s primary goal. However, in order to serve you fairly and equitably during these times, communication will be more important than ever. You must remain in constant communication, so that I can work with

you on a case-by-case basis should a need arise. Check your ECC email, Canvas Inbox, and Canvas announcements often, and write me whenever you have a question or concern. You also must remain vigilant in utilizing any of our numerous ECC campus resources, which are designed to help you succeed. I will do my best to help put you in touch with those services. A list of resources is included on this syllabus.”

- The above statement is no mandatory to put in syllabus.
- Give Debra feedback.
- The statement will be read at next Senate meeting for other divisions to use.
- Prior to the beginning of the summer and fall semesters, please email your students to let them know about synchronous times, if any, and what that means for your particular class. We are concerned that there is still a great deal of confusion.
 - Question about “schedule” conflicts. ITS is looking into it.
 - pdf schedule on ECC website isn’t updated and out of date. Students should look up classes by searchable schedule.
 - Chat discussion during meeting regarding online attendance. There were many suggestions, for example, Kevin takes attendance by saving “People Page”
- Please send Debra any feedback on the SPOCK Training – bullet your points
 - Debra thanked everyone who got trained.
 - Give her feedback, good or bad but bullet your points!!
- Writing Center open during the summer!
 - Barbara Budrovich and especially, Sean Patrick have been working very hard to getting the Writing Center up and working for tutoring though Zoom and email.
 - Summer hours: 10:00-6:30
 - Contact Barbara or Sean for questions.

Announcements:

- SLOs Mora
 - Just to clarify, only Humanities 1 and English 1C classes that were online at the beginning of the semester will be assessed.
 - Google forms were sent out a couple of weeks ago and is due June 19th.
 - Contact Mora if you haven’t received the form.
- Senate Report Elayne and Anna
 - Block scheduling will be discussed at next senate meeting on June 2nd 12:30-2:00. It was supposed to have been discussed at last meeting but was pushed back.
 - There will be more discussion on having a Non-Credit liaison since the number of non-credit courses is increasing.
 - Honorary Degrees – examples of honorary degrees, given out posthumously or recognizing achievements outside the classroom. Anyone in the ECC community can nominate a candidate for an honorary degree. For now, the board of trustees will approve the degrees with further discussion of also getting faculty and academic senate approval.
 - HR Keene training – due date push back to December.
- Tech Support Pete
 - Pete created a Canvas module for Students and showed its various features at the meeting.

- He will announce tech support office hours for summer at a later date.
- Plagiarism Kevin
 - Was able to get a deal with Unicheck costing El Camino around \$2500/year for the first “transition” year, starting July 1st.
 - Unicheck will provide webinars and tutorials for as many as needed.
- Off SITE Block Party Rose Ann
 - See Lars’ email for the link.
- Pride Week Sarah Leinen
 - Sarah emailed a flyer for Pride Week which is next week. Please pass along to students.
 - Scholarship will be awarded
- Questions and other announcements
 - Canvas orientation for new students? It will be part of the new student orientation but problem is that the orientation isn’t mandatory.
 - Debra will look into getting the Creative Writing flyers posted online.
 - Lisa Gaydosh’s dog was adopted by her landlord.
 - There is an increase in dual enrollment. Beware that there is a delay in registering dual enrollment students and may not be able to get on Canvas.
 - This is Chelsea’s last department meeting until next Spring. She will be on sabbatical in the Fall!

Meeting ended at 1:40p.m.