

English Department Meeting

October 3, 2019

School Business

- Reminder: Great Shakeout! Thursday, 10/17 @10:17
 - *Barbara will have a bullhorn
- Reminder: Cornerstone Professional Development Plan Due 10/25
 - *Suggestion: Type out in Word document and update as things change
- Reminder: Benefits Bridge: Friday, 10/4 is the last day. Even if you are not making any changes, you still must log in and confirm your choices!
 - *Dependents are not automatically selected—you must elect to still include them

SLOs/PLOs

- Congrats on 100% completion!
 - *Updates: Mora

Curriculum

- New rule: requests to create new courses or to review existing courses must be declared by week 8 of the semester
 - *Contact Chelsea ASAP if you have a curriculum request before the deadline passes
- Kudos to Chelsea
 - *Teaching our reactivated Lit and Sexuality class - Rachel
 - Those interested in teaching the course should complete LGBTQI+ Safe Zone training at ECC in the Spring
- Reactivated Sci-Fi course proposed
 - *Trying to appeal to students beyond English majors
 - *Informal panel for course review forming
- ENGL-1C – Jeff
 - *Falling behind on grammar SLO (70, should be 85), contact Jeff if you have any sure-fire grammar exercises/lessons

Load Committee Update

- Working toward increasing ENGL-1C by 1 unit, though the fight will be long and face pushback
- Should align with what other colleges are doing
- Is there a conversation around a 1CS?

Division Council Update

- Positions: College will likely hire 10. Asking for 2. Will perhaps get 1.

Writing Center

- Kudos to Barbara—ENGL-1AS sections were doubled with short notice and Barbara managed to staff all sections with embedded tutors
- Grammar and Essay workshops are back
- Any support for the Writing Center is appreciated, as there are some unknown pop-up English tutors across campus. Cheer for our own!

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Alignment Project Task Force

- Task force will decide whether recently grouped meta-majors will absorb into the division, Sean Donnell volunteers

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Schedules - If you haven't signed off, please do!

- Spring scheduling was challenging, hard to know the numbers, please be open to being flexible as there could be changes
- 1B taken out of nursing curriculum –will affect it being offered

Evaluations: Scott

- Peer evaluation and Self evaluation are done online through ReviewSnap
 - *Login and see if it is self-explanatory, if not, contact Scott or go to Pete's open lab on Thursday from 1-2pm
- Student surveys moved online to Canvas, should appear under Module
 - *Evaluator should try to get students to complete the survey on their phone during the classroom visit, there is a script to read if you want, but don't have to answer tech questions
 - *If evaluatee doesn't use canvas regularly, a Canvas shell should be created for this
 - *Can opt back to paper copies of surveys, but this would be a hassle

Senate Update: Anna

- Calendar committee and History and Anthropology committees need members, would be a one and done

1A/1AS Survey: Stephanie

- Surveys will be emailed out to administer to students,
- Developing thematic course descriptions—could help meta-major and Guided Pathways

Chromebook Carts

- There is a missing Chromebook, please treat the carts with great respect and only take them if you signed up for them. They are expensive. Please develop system of checking the Chromebooks out and assigning to students. Please take 5 minutes at the end of class and put them back and plug them in yourself.
- Printers are working for Carts A, D, and E

Sci-Fi Workshop Community Ed

- If you'd like to lead a workshop for a stipend, contact Scott ASAP

Adjunct Project--Anna

- Sign up to contact/partner w/ adjuncts to answer questions and be a point of contact before administration; include availability and contact method
- Trying to pilot program for second half of Fall semester

Peer-to-Peer Note Taker

- Money and priority registration for student to take notes for students with special needs; must not identify student with special needs

8-Week Classes

- There are a few 1A and 1C second 8-week sessions scheduled to run. Perhaps send students who aren't passing currently for a re-do?

Deb will be on vacation starting Oct 9th

- Go easy on Scott, try not to overload him!