

## English Department Meeting Minutes

October 27, 2020

Attendance: J. Annick, E. Armao, E. Brenes, S. Burnham, R. Cerofeci, M. Cheung, T. Cody, S. Corbin, D. Crotwell, K. Degnan, A. Gallagher, S. Gates, E. Geraghty, C. Glover, B. Halonen, L. Hong, E. Kelley, M. Leiby, R. Lewitzki, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, J. McMahon, S. Merz, C. Nagao, S. Ochoa, C. Page, B. Peppard, J. Sandor, S. Schwartz, A. Sharp, D. Thompson, L. Welsh, R. Williams, E. Uyemura; R. Arehart, L. Blake, E. Gavitt, M. Harrison, J. Holt-Molina, S. Leinen, S. Otsuji, S. Peluso, K. Runkle, E. Walker; D. Breckheimer, S. Kushigemachi, S. Sabio, H. Wada

Not in attendance: S. Donnell

### School Business:

- Hopefully, you all got your PD plans submitted
- Proctorio Survey Kevin
  - Proctorio is going away at the end of next semester. To renew is very expensive.
  - Please do survey. El Camino is looking into finding software to replace Proctorio.

### Department Business:

- Spring 21 1A/1AS sync
  - Email was sent to spring faculty teaching 1A/1AS to volunteer to have synchronous time. Let Deb and Michele know as soon as possible.
  - Students seem to want a synchronous time. If we are still on lock down next Fall, might require sync time.
  - Questions regarding attendance with sync time. Leaving it up to the instructor on how lenient to be with attendance but be careful to follow the 10% attendance rule.
- ECC Connect Deb/Jen
  - Dipte working on improving the delays. Training Student Success coaches in hopes to improve on the lag time delays. Jen will contact Dipte in regards to what needs “tweaking”.
  - ECC Connect tracking memo will be sent out to everyone – Flags are between instructor and students. Referrals is used if instructor wants a counselor to contact the student. Don’t forget to use “Kudos” – students like getting kudos.
  - According to studies, tracking students have better retention rates than not tracking.
- Curriculum – ESL and English 1A Scott
  - Proposal to add ESL instructors to teach English 1A. ESL and English requirements are very similar.
  - Needs English faculty’s blessing. Email Scott for concerns. Chris Glover will be proposing it to Curriculum.
- SLOs Mora
  - In 2-3 weeks, Mora will be sending out information to those 1A/1AS instructors who are assessing. Data collection will be done on Google forms.
- Division Load Chris Glover
  - No comments

- Writing Center                      Chris Glover
  - Social media up and running
  - Workshops are on the WC website. Next workshop this Thursday.
  - Connect Chris if you would like him or someone from WC to “visit” your class. Chris is working on a recorded message to put on the Canvas shell.
- Senate Elayne
  - First reading of Equity focused Professional Development  
4 hours of Equity P.D. flex credit. Equity work already done can go towards the four hours. Senate working on getting adjunct getting paid for 3 hours of Equity P.D.
  - Senate discussion on Mask Policy for when the campus opens up to students.
  - Offering Non-credit courses. Matt Kline sent out an email regarding NC courses. ESL already has several NC courses.
- English Department Equity Committee (E-Deck) Brenes and Burnham
  - First meeting – November 2
  - Email was sent out with a survey link. <https://forms.gle/NVQQZH7BWnCUcrjz8>  
Survey will help the committee focus on Equity issues.
- Tech-workshop for students                      Pete
  - Flyer was sent out to instructors regarding students struggling with time management. Pete contacted Microsoft and arranged a workshop using Outlook and Microsoft tools - Tuesday, Nov 2<sup>nd</sup> at 1:00.

#### **Announcements:**

- Michael McDermit made a documentary film, “Strawberry Forever”, that is being shown at film festivals.  
"Fifty years ago, Tim McDermit fell 40 feet from his college dorm roof. He suffered a traumatic brain injury and was diagnosed with aphasia, a language disorder which left him unable to speak. Though 2 million others in the U.S. suffer from aphasia, few have even heard of it. Over the past five decades, Tim has struggled with relearning how to communicate all over again, navigating the social stigmas that come with broken speech, and finally letting go of the life that was snatched away from him." -Michael McDermit
- National First Gen Awareness Week starting November 2nd - Darrell Thompson  
<https://www.elcamino.edu/student/academicsupport/first-gen-institute/firstgenawareness.aspx>
  - Monday – Black First-Gen Alumni Chat  
Open to students and faculty
  - Tuesday – “Power of the Black Vote”  
Open to students and faculty
  - Wednesday – Black First Gen Symposium with Dr. La'Tonya Rease Miles, national expert.  
Open to faculty