

Reading Meeting
MINUTES

Date: Tuesday, October 28, 2014

Time: 1:15

Rm. 6-222

Present: Ema Burman, Susie Cevallos, Barbara Gonzales, Dianne Rowley (Minutes), and Larry Silva

ITEM	DISCUSSION/ACTION	OUTCOME
1. Review Minutes	1. Meeting minutes are available at http://www.mtsac.edu/instruction/learning/lac Preliminary agenda was approved Minutes from October 9th were reviewed (Thank you Susie!)	1. Minutes approved as submitted. Susie will send to Lester for posting on website.
2. Announcements and Information	2a. Jamaika Fowler has agreed to attend Thursday’s Reading Committee meeting to discuss GE A4 requirements for READ 100 revisions 2b. Conference and Travel: <ul style="list-style-type: none"> • Faculty members who plan on attending a conference this summer can pay for conference and travel at this time. • Susie mentioned a criticalthinking.org conference this July at UC Berkely that she may be interested in attending • Conference and travel funds which were previously \$250.00 have been increased to \$1,000.00 • Barbara expressed interest in a teaching and learning conference in Georgia in March • There was a brief discussion on the 3CSN “Reading Apprenticeship Initiative” 2c. Adjunct Classroom Observation Evaluation Rubric was discussed and the following changes were made based on close examination of H.4.a Classroom Visitation Evaluation form (Section C, bullet points 1,4 aligned with Row 4 in adjunct rubric. Section B, bullet points 2,5 aligned with Row 1 in adjunct rubric.) : <ul style="list-style-type: none"> • Columns 1-4, Row 2: change “consistently/regularly/limited/none” to “strong evidence/evidence/some evidence/no evidence” • Delete Row #3 (Demonstrates subject matter expertise in course design) • Change title of Row #4 from “Demonstrates subject matter expertise in course delivery” to “Developmental Education Elements” and use continuum “strong evidence/evidence/some evidence/no evidence” descriptors 	

	<p>for columns #1-4 (H.4.a form Section A, bullet points 1-4 now align with Row 4)</p> <ul style="list-style-type: none"> • It was also agreed to delete “Results in ‘4’ Overall rating” in column 4 of the rubric • The new adjunct rubric will be discussed at the Winter Reading Workshop along with the DE handouts • Larry suggested creating a self-evaluation tool to use with the new rubric and the classroom observation evaluation sheet. • Student evaluations for adjuncts are every year (adjuncts with re-hire rights complete their own student evaluations / new adjunct student evaluations are completed by FT faculty/ faculty without rehire rights are completed by FT faculty). Completing classroom observations and student evaluations on the same day is not recommended. 	<ul style="list-style-type: none"> • Ema will add “adjunct rubric” to next faculty meeting agenda • Ema will double check contract language regarding evaluation of new hires
<p>3. Community of Practice</p>	<p>3a. Website Information COR</p> <ul style="list-style-type: none"> • Barbara will take a look at what is currently posted on LAC website and bring in for group to evaluate. Web design that distinguishes student resources from faculty resources would make finding information easier • Larry would like faculty to have space on the LAC website for syllabi and other documents relevant to all his classes • Marlene asked Ema to order books for the Skills Desk. There are three brand new books in a box and Martha is not sure if they belong to the Skills Desk or the LARC • Reading faculty would each like a copy of the “Critical Thinking” book by Elder. Barbara would also like to order a copy of Rita Smilkstein’s “We’re Born to Learn.” • A suggestion was made to add a “book talk” to the Winter Workshop and share that books can be checked out from our sources <p>3b. Barbara shared activities for the Skills Lab and asked the group to email suggestions of which stories to keep so Martha and Marlene will know which stories to scan. Ema suggested having a combed list of stories for READ 80 and 90. Barbara shared a list of novels for READ 90 and is also putting together a box full of student work samples for Skills Desk Students. Larry suggested we have samples of ENGL 67 and 1A readings so reading students can work with these texts in a sheltered environment.</p>	<ul style="list-style-type: none"> • Barbara will compile what is posted on website and share with the group • Barbara will split the books Marlene found between Skills Desk and LARC. Barbara will give information on the “Critical Thinking” (six copies) book by Elder and Rita Smilkstein’s “We’re Born to Learn” (one copy) to Ema so she can order

	3c. Video for LARC website: Students talk about reading classes	3c. Dianne will email this link
4. Other	<p>4a. Questions for Jamaica:</p> <ul style="list-style-type: none"> • What is necessary for a course to be placed in the GE area? • What happens here at Mt. SAC for approval? What will Mt. SAC look for? • What happens on the Fullerton side? What will Fullerton look for? • What critical thinking terminology and language needs to be included for approval? • Why are some courses approved and others not? • What would increase our chances for approval? What would be detrimental? <p>4b. Winter Workshop: Tuesday, January 20th from 4:30-7:00pm</p> <p>4c. There will be a FIP workshop on 11/7 at 9:30am</p> <p>4d. Susie explained PTKares mentor/mentee program. Some instructors offer extra credit if their students become involved in the program. It's up to professors to offer incentives to encourage students to become mentees (honors students are mentors). Susie emphasized that this program would be good for reading students and suggested we look on the Phi Theta Kappa website for more information and for links to the mentee/mentor applications.</p>	4d. Susie will email PTKares link
5. Set preliminary agenda for next meeting		

Next meeting: Thursday, October 30, 2014 at 1:15pm in 6-222