

Department of English, Literature and Journalism

Minutes

September 3, 2013

Present: Albertson, Allende, Alvarez, Alvarez-Galvan, Aquino, Arterburn, Bartman, Brantingham, Cannon, Churchill, DePaola, Dougherty, Edson, Enke, Estrada, Farve, Garrett, Gold Wright, Gomez, Hight, Horton, Karn, Loera-Ramirez, Mageean, McCormick, McFaul, Myers, O'Brien, Olds, Prochaska, Quintana-Mullane, Staylor, Thomas, Tripp, Whalen

Absent: Avila, Frahs, Harper

- I. Call to Order: 2:34 p.m.
- II. Approval of Minutes: June 4, 2013 as written.
- III. Reports:
  - a. Chair's Report (emailed): Item needing Action: K. Allende asked for approval to change the TOPS codes for English 64, 65, and 66. Item Approved.
  - b. Faculty Senate: Holly reported that Senate formed Task Forces last year. See Holly or Richard for information about what they are doing.  
Closed Captioning: Tom reported that a Task Force has been created to establish a system to prioritize items to be Captioned.
  - c. Faculty Association: No meeting yet.
    - i. Tom asked that the Department write a letter asking for a Task Force to review Commencement procedures to involve faculty in the program.
    - ii. VP Position in FA is vacant.
    - iii. Tom asked the Department to review the FA contract and come up with a consensus before negotiations.
  - d. Assessment and Matriculation: Dougherty. No meeting yet.
  - e. Writers' Day: John Brantingham asked members to request readers for upcoming visits.
  - f. Writing Center: Whalen will put handouts in boxes. David Charbonneau is on medical leave until next term.
  - g. Journalism: The Department welcomed Toni Albertson back following a leave. The next edition of the Mountaineer will be out next Tuesday.
- IV. Course Rotation Plan: Senate asked Departments to come up with a rotation plan for SLOs.. Margie asked those interested in reworking English 64, 65, 66 to see her.

**Action Item:** Kristina Allende requested that we vote on the Proposed Course Rotation Plan for SLOs. The vote was taken, and the proposed Course Rotation Plan was approved.

- V. SLOs and Curriculum—2013-2014: Kristina Allende asked Department members to sign up to be the lead person on the Course Rotation Plan sheet that was just approved.
- VI. Lit 1H: This course is being worked on, as approved by the department at a meeting previously.
- VII. LERN Portion of the AWE Rubric: Kristina met with Erik Kalumaji and Barbara McNeice-Stallard about moving the Revised Rubric Pilot Program forward. LERN was supposed to have its portion of the Revised Rubric to English by today's meeting so we could approve it, but LERN did not send it. M Whalen asked Matric to approve the start of the Pilot Program without LERN's portion of the rubric since LERN is a default placement.
- VIII. Meeting adjourned at 4:00 p.m.