

Department of English, Literature, and Journalism
Meeting Minutes
March 1, 2016
2:30-4:30 p.m.
26D-3411

Present: Albertson, Alvarez, Alvarez-Galvan, Aquino, Arterburn, Avila, Bartman, Brantingham, Cannon, Churchill, Danson, DePaola, Dougherty, Edson, Enke, Estrada, Farve, Frahs, Garrett, Gomez, Hallsted, Harper, Hight, Horton, Kordich, Loera-Ramirez, Mageean, McCormick, McFaul, Muniz, Myers, O'Brien, Olds, Quintana-Mullane, Staylor, Thomas, Whalen

Absent: Karn

On Leave: Gold Wright

Reassigned: Allende

- I. Whalen called the meeting to order at 2:34 p.m.
- II. Approval of the December 2015 meeting minutes
- III. Reports:
 - A. Chairs Report
 - a. Whalen announced an opening on the Curriculum Review Board
 - b. Whalen reported that shifting enrollment patterns have resulted in adjustments to the numbers of sections offered in our composition sequence, with a reduction of sections of 67 and 68 and increases in sections of 1A and 1C.
 - c. Chair will ask for more classroom space during prime teaching times
 - B. Academic Senate:
 - a. Holly Canon emailed report
 - b. Holly Canon asked for department's input regarding student surveys
 - C. Faculty Association:
 - a. Nominations are open for 2016/2017 FA positions
 - b. Openings for campus committees
 - c. Retirement applicants are encouraged to submit applications in March so replacement positions can be offered this year.
 - d. Faculty interested in participating in an email tracking survey are asked to contact FA President Eric Kaljumagi
 - D. Assessment and Matriculation:
 - a. Did not meet
 - E. Basic Skills
 - a. Michelle Dougherty asked for the department's support in researching, writing, and applying for a grant for curriculum redesign for an acceleration pilot.
 - b. Discussion ensued
 - c. Department agreed to support the grand application
 - F. Writer's Day
 - a. First meeting to take place immediately follow department meeting
 - b. Flyers will be coming out for Creative Writing Conference event.
 - c. Judging for 2015 / 2016 Writer's Day Contest should come to an end, and judges should submit their selections soon.
 - G. Writing Center
 - a. Contact David Charbonneau if interested in discussion how **the newly hired NNES specialist can best serve NNS in our English classes**

H. Journalism

- a. The journalism students won 14 awards from the California College Media Association.
- b. Mt. SAC Journalism students also have partnered with *The Washington Post*.
- c. The issue of legality regarding the student media policy will be brought up in Academic Senate.

I. Professional Development

- a. 6 POD courses approved
- b. 4 POD courses not approved
- c. The criteria for POD classes for salary advancement has changed
- d. Department decided to offer 6 approved POD courses

J. Departmental Issues:

A. Curriculum Approval

- a. Lit 20 approved
- b. Lit 14 approved
- c. Lit 40 approved pending amendments proffered by the author.
- d. Engl 75 approved with updated textbook.

B. Written reports requested for Faculty Association

- a. Richard Meyers will request FA minutes from FA President and secretary.
- b. Dionne Loera-Ramirez will maintain a binder filled with FA meeting reports, agendas, minutes, and announcements. The binder is to be kept in the English Department work room.
- c. Department voted not to require written FA reports from department FA representatives.

C. Rescheduling department meetings days / times:

- a. Department agreed to a 30-day discussion to propose moving the meeting schedule.
- b. Gary Enke suggested Wednesdays in the 2:30-4:30 time block to avoid conflicting with FA meetings.
- c. The department will inquire with the Humanities Division about room scheduling and availability.

D. Dual Enrollment

- a. There is a movement to have a program allowing high school students access to community college courses on HS campuses.
 - i. Discussion ensued
 - ii. A task force will be created by Academic Senate to examine this program.

E. The discussion and agenda item of Campus Response to State Regulations Regarding Firearms postponed to the April 2016 meeting.

Submitted by Dionne Loera-Ramirez