

**Department of English, Literature, and Journalism**  
**Meeting Minutes**  
**November 3, 2015**  
**2:30-4:30 p.m.**  
**26D-3411**

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

**Absent:** McFaul

**Leave:** Brantingham, Edson, Gold Wright

1. Call to Order: Whalen called meeting to order at 2:30 p.m.
2. Approval of Minutes: October 6, 2015 minutes approved with one change: On page two under Senate Report, change "Basic Course Review Committee" to "Basic Skills Committee"
3. Reports
  - a. Chair (Whalen): Report e-mailed
  - b. Academic Senate (Cannon and H. Alvarez): Report e-mailed
    - i. President Scroggins addressed Senate about safety measures and the new, updated communication system and is willing to speak to individual departments about the system.
    - ii. Robert Wren from public safety may come during our first spring meeting to discuss what to do in case of an active shooter.
    - iii. Albertson mentioned that Wren spoke to her classes about what to do if there is an active shooter on campus; his information contradicts what was discussed in the last meeting about safety. He also provided specific explanations per room, and students expressed feeling safer after his presentation. Our department then expressed interest in having him come during the December meeting.
  - c. Faculty Association (Alvarez-Galvan, Loera, Myers)
    - i. Alvarez-Galvan mentioned Friedrich's lawsuit handout and that some are worried unions will lose paying members.
    - ii. Calendar for 2017-18 discussed; however, the handout contains only options "D" and "B." All four options will be sent out for review. Alvarez-Galvan requested that any objections be e-mailed to her. Finally, the department discussed the problems with option "D": eight-week classes will lose three days of instruction in the first week as will Monday/Wednesday classes.
    - iii. Myers suggested FLEX day on a Tuesday, but it was mentioned that the contract stipulates FLEX day must be on a Friday.
    - iv. Fundraisers at Panera and El Torito were mentioned and handouts provided.

- v. Contracts for 2015-2016 will be printed by December.
4. FIRE ALARM! 20 minutes
  5. Votes cast on Farve's proposal regarding scheduling protocols
  6. Resume Reports
    - a. Assessment and Matriculation (Harper): No report other than the committee is now called SSSPAC.
    - b. Basic Skills (Frahs, Dougherty): Report e-mailed from Michelle; please read.
    - c. Writer's Day (Aquino): There will be a reading on Thursday from an author from Sweden. The department may find it relevant as we have just had several discussions about active shooters.
    - d. Writing Center (Myers): The Writing Center is hiring new student equity staff to work with NNES students. The Writing Center has requested a group of faculty to discuss what the tutors can do to best help these students; this can be an ad hoc committee. Any faculty interested in participating in this committee can e-mail Myers or Whalen.
    - e. Journalism (Albertson): Presenting at next meeting
  7. Vote on Farve's Proposal Regarding Scheduling Protocols tallied: 20 yes and 16 no on vote; the experiment will be rescinded and scheduling will no longer prioritize those who wish to serve on certain committees.
  8. Department Workshop Proposal (Horton):
    - a. Discussed some of the topics for POD workshops.
    - b. Sign up sheet passed around to be an organizer; there should be two organizers per topic.
    - c. If you have any ideas that are not on the list but would like to present, please write these topics in the blank spaces at the bottom.
    - d. Workshops will meet from 2:30-4:30 on days we don't have department meetings in 26D-3411
    - e. Reminder: sixteen hours equal one unit of salary advancement credit
  9. Scheduling for Fall 2016:
    - a. Rotation begins with Lit 11A
    - b. Question from Whalen: Lit 20 (African American Lit) is becoming part of a learning community, so is it okay not to offer while we are lining things up? Department agreed yes.
    - c. Lit 14 (Modern Poetry) will be brought back into the curriculum.
    - d. Scheduling ensued
  10. Meeting adjourned at 4:30 p.m.

Minutes submitted by Erin Danson