

Department of English, Literature, and Journalism

Minutes

6 October 2015

2:30-4:30 p.m.

26D-3411

Present: Albertson, Allende, Alvarez, Alvarez-Galvan, 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, Quintana-Mullane, Staylor, Thomas, Whalen

Absent: Aquino, Arterburn, McFaul

Leave: Brantingham, Edson, Gold-Wright

EDC Meeting: Olds

- I. Margie Whalen called the meeting to order at 2:30 p.m.
- II. Approval of Minutes from September 1, 2015, with one amendment—under item IV, strike Lit 20 from “Remaining course to be considered at a future meeting” since it has already been reviewed and approved.
- III. Chair’s Report (Whalen):
 - Whalen reports that our department’s request for replacement positions continues its process of consideration with no news yet about their approval or ranking.
 - Due to high demand, our division is asking that we add new sections of English 68, 1A, and 1C to winter and spring; anyone interested in teaching extra classes should notify Margie.
 - In an effort to show our on-going interest in and encouragement of undergraduate research projects, we are asked to contact Rebecca Hatch in Sociology if we are interested or have questions.
 - We have been asked to clear a room in the English department west annex for nursing mothers. HR has agreed to compensate us for cleaning and maintaining the space, and it currently needs to be cleared of many sample textbooks to make room. Selling these samples to reputable bookbuyers, we are contributing all the money we make to our department hospitality fund, the Stanley Nemeth fund, adjunct faculty meeting costs, and additional needs.
 - We have found many good substitutes to fill in for Lloyd Aquino’s classes until he returns.
 - Evaluation documents for our four probationary full-time faculty were distributed. Forms are due by the next department meeting in November.
 - Whalen voiced—with considerable department agreement—that English faculty require a clearer, more specific action plan in the event of an active shooter (or

other emergency). Discussion ensued about what we need, including a request for a live presentation from someone in Public Safety or in local law enforcement; a more ubiquitous alert system through text messaging, classroom computers, or classroom phones; and more security staff. Margie will contact Public Safety and cc the department in our effort to have a safer, more prepared action plan for the future.

A. Senate Report (Cannon):

- Little to report. Senate is approving “Senate Goals and Objectives” for the academic year and made some minor changes to the Basic Course Review Committee.

B. Faculty Association (Alvarez-Galvan, Loera, and Myers)

- We received a second draft of the negotiation survey. The 43 items on this survey must be narrowed down to 25 (to an eventual five), so please fill out the survey or contact Maya Alvarez-Galvan if something important is missing on the current survey.
- We now have a third option for our dental plan. It is an HMO like the existing more expensive option, but it costs less because it covers \$1000 annually (versus \$2500 for the more expensive one). A short enrollment period will be coming for faculty who wish to pick this new option only.

C. Assessment and Matriculation (Harper): No report

D. Basic Skills (Dougherty and Frahs): No report, except three Basic Skills Initiative

proposal workshops will be held in November; an email will be coming soon with details.

E. Writer’s Day: No report

F. Writing Center (Myers): Look for a list of workshops this month. If you know any qualified students who would make good Writing Center tutors, please recommend them—the Center needs new hires. If someone would like a TC for spring in English 68, 1A, or 1C, let Richard know; we need a count to request funding.

G. Journalism (Albertson): No report, except to remind faculty that the Mountie twitter account has up-to-date reports about campus activity, including incidents and emergencies (especially important given our concern about campus security from earlier discussion).

IV. Campus-Wide Issues

- A. The Need for Publication of CR/ NC Deadlines (Alvarez-Galvan): The campus no longer publishes the deadline for changing status in the courses that qualify (such as English 67 and 68)

from grades to Credit/ No Credit. These deadlines were once listed in the schedule of classes and on our rosters, but Maya shared a story of confusion and contradiction over when exactly this deadline was this semester. The department unanimously supports a clearer publication in future terms, including our rosters (perhaps near where rosters list withdrawal deadlines) and myportal accounts for students.

- B. Salary Advancement Information (Horton): A faculty member who has reach column 3, step 13, for a specific number of years can begin to accrue POD credit to reach the “professional development increment” pay raise. Horton sent out an email of what to do to see whether you specifically qualify, including steps to take if you do. The department agreed that we need to document , compare, and share our individual POD credits—for example, if attending a specific conference qualifies as credit, that information would benefit other faculty members. After July 2016, POD courses may be removed from column crossover credit, so it benefits us all to act fast. We may also want to share which courses we have submitted for approval for column transfer to assist each other.

V. Departmental Issues

A. Curriculum Approval

1. Review of Composition Sequence Revisions (Whalen): The department reviewed and suggested changes, such as adding more parallel structures among the language of the objectives of each course. The department agreed to add a word count of 3000 words to English 67 as well as a "Final Exam" to its topic outline, parallel to the one seen in English 68 and 1A. Margie said she would make a revised draft of the sequence and send us a copy to review via department listerv.
2. Other Curriculum reviews and revisions: Tamra Horton will review Teacher Prep courses, Holly Cannon will review Lit 1, and a group of English 1C teachers will review revisions via email (contact Jim Thomas if you want to add feedback). The 1C course revision will be submitted for department consideration at our December meeting.

- B. Revisiting Priority Sign-Ups for Senate and F.A. Reps (Farve): Debra Farve argued that we should reconsider our pilot for giving scheduling priority to volunteers for Faculty Association and Academic Senate. Discussion ensued. Farve proposed that we return to the traditional system of scheduling classes, and we will vote on this issue at the next department meeting.

- C. Discussion of Departmental Full-Time Load Requirements (Gomez): Frank Gomez asked that we continue our discussion of Kristina Allende's proposal at our September meeting. Discussion ensued. We will vote on this proposal at our December department meeting.

VII. Meeting adjourned at 4:30 p.m.

Minutes respectfully submitted by Paul O'Brien