Language Arts Department  
December 2, 2011 Meeting Minutes

Present: Robert Barclay, Jeannine Buckley, Timothy Cubero, Mary Lewis, Kalani Meinecke, Audrey Mendoza, Janine Oshiro, Lori Rewleigh, Mary Segura, Jean Shibuya, Lance Uyeda, Libby Young

Guests: Diane Lee, Castle High School

Call to order
The meeting was called to order at 12:30 PM by Jean Shibuya.

Reports
Committee reports were tabled.

Old Business
1. Diane Lee spoke to the department about the following recent changes in Castle High School’s curriculum and grading system.
   • The lower end of the grading scale has been extended downwards:
     o A=100-90%, B=89-80%, C=79-65%, D=64-51%, F=50%
     o Teachers are not allowed to enter numerical scores into their grade books, but may only record grades of A, B, C, D, and F. Especially in the case of lower grades, this may lead to a cumulative rounding-up effect.
   • Formative assignments are no longer allowed to contribute to a student’s grade.
   • Students may retake/resubmit summative assignments as often as they want. This has led some teachers, who are strapped for time, to test and retest with identical assessments.
   • Honors classes will be eliminated. Teachers have been told to create 3-tiered lessons that can accommodate special education, mainstream, and honors students at the same time.
   • Absenteeism may not be penalized in a way that will affect a student’s GPA.

2. Jean provided the following clarifications of policies on a) credit for elective transfer courses and b) credit by examination.
   • In case a transfer student’s elective credits far exceed the number of elective credits required for his or her intended academic program, a counselor will select for transfer credit a distribution of courses (in the humanities, natural sciences, social sciences, etc.) in which the student has the highest grades.
   • Credit by examination may be available to students who have received an AP test score of 4 or 5 in a given subject. Credit by examination is for the most part not available through College Level Examination Program (CLEP) tests.

New Business
There was a discussion of how Language Arts Department/WCC faculty can work with Castle faculty in responding to the ongoing CHS curriculum and grading changes. Promising options included curriculum sharing, teaching exchange, workshops, and redesign meeting attendance. Several department members planned to attend the first such meeting, which was to be held on Dec. 14, 2011.

Adjournment
The meeting was adjourned at 1:45 PM