Language Arts Meeting Minutes for August 31, 2012

Present: Lance Uyeda, Janine Oshiro, Desi Poteet, Lori Rawleigh, Mary Segura, Laurie Tomchak, Robert Barclay, Audrey Mendoza, Akiko Swan, Libby Young, Tim Cubero, Kalani Meinecke, Jenny Webster, and M.J. Lewis. Guest: Christine Lu.

Call to Order: The meeting was called to order at 12:50 p.m. by Libby Young.

Approval of the Minutes: Lance moved to approve the Minutes, Mary seconded, and all voted to approve.

Committee Reports:

Vice Chancellor's Advisory Council – Libby

Libby distributed copies of the FY 2012-13 Allocation Report and the draft for procedures for participation and decision-making (VCAC).

She explained that it’s possible to increase our allocation, if we have justification. Robert suggested that we expand our Writing Lab staffing by using graduate students from UH Manoa. Members discussed potential use for extending the hours in the Writing Lab, and Lance volunteered to put together a survey to gather information.

Libby asked members for input regarding the procedures for participation and decision-making; suggestions can be e-mailed to Libby, and she’ll share them with VCAC.

Curriculum Committee – Janine

Janine explained the new process to propose a new course. First, it should be discussed in the department, and then it must be posted on the discussion board. After the discussion board closes, the feedback is incorporated into a voting draft. Then the voting draft is discussed and voted on at the CCAAC meeting. If it is approved, it will proceed to Faculty Senate as before.

The purpose is for this process is to increase transparency and to invite and encourage participation. In addition, this process helps to shape the course proposals into clearer, cleaner drafts for CCAAC review. Currently, we would have to opt in to receive updates. Laurie suggested that the updates be sent to everyone, and those not interested could simply delete. In the past, a draft was on the discussion board for two weeks, but that has been changed to one. Robert asked how long it takes to get a new course through the new procedures. Janine will check into that.

Faculty Senate – Mary

Nothing to report at this time.

Institutional Effectiveness Committee – Libby

The IEC members have been reviewing forms. One of the tasks of the IE members is to explain the importance of institutional assessment to department members.
Following up on the Gen. Ed. assessment meeting held on Wednesday, August 15, Libby sent the new link to Form A; those tasked to do the assessment this semester should begin by filling out Form A after Wednesday, September 5 and click on “incomplete.” After data has been gathered, Form A should be submitted by December 16, before Winter Break.

MaPSAC – Lance

The committee has not met; nothing to report.

Old Business:

Libby explained that we will be posting our department minutes on our Language Arts Homepage. Jean will e-mail the department meeting minutes from the past two years to Brian Richardson for posting.

New Business:

Department Goals for 2012-2013 (refer to annual report data).

Libby distributed data that examined the “success” rate by subgroups for composition courses. Faculty members questioned the validity of the data. The data compares initial student enrollment against student pass rate, but it doesn’t take into account students who never attend class, but remained enrolled in the class throughout the semester. Additionally, data from an assessment completed by the department in Spring 2011 that reviewed actual student work from Fall 2010 showed student success in reaching the course SLOs for English 100. Another member suggested that our academic rigor might be increasing.

Lori shared that at HCC attendance is mandatory for the developmental education classes. A fifth absence, for whatever reason, would result in the student being dropped from the class.

In programs funded by Title III grants, such as Hoili, students are supported in various ways. Members wondered how many of these programs are currently in play, and how they connect.

Members agreed that this “success” data needed to be examined more closely. Audrey, Lance, and Janine volunteered to explore this area further.

Libby asked if anyone would like to meet and share activities and assignments used in English 100. Members agreed that it would be good to schedule the meeting after department meetings. Desi volunteered to coordinate and organize the meetings.

Members confirmed that developing a plan to address the implications of the composition success rate data (English 100) will be one of the L.A. Department’s goals.

Future of Second-Year Language Classes

Akiko’s and Laurie’s second-year courses were cancelled due to insufficient number of student enrollment. 201 and 202 are succession courses, linked together; they must be offered and taken
one after another. When administration cancels a course in the link, it disrupts the whole process.

The International Committee is considering offering a Certificate of Achievement in specific languages to encourage students to complete first and second year.

It was suggested that offering second-year language courses online might attract higher enrollment, however, more tech support for faculty would be needed.

Members agreed that supporting second-year language courses would be another Department goal.

Kalani introduced Christine Lu, a WCC lecturer who teaches Introduction to Women’s Studies. Dr. Lu shared a magazine related to the connection between China and Hawaii; she announced that she is available to teach Chinese, a language that is growing in popularity.

*Gear-Up Alignment Grant Proposal*

Tim circulated copies of the grant proposal goals based on a proposal he developed for HCC. He offered to work with interested department faculty to adapt it for WCC. It would encourage open dialogue between the writing faculty at both WCC and its feeder high schools. It was suggested that interested faculty at intermediate schools in the district be included, also.

*Spring Course Scheduling*

Jean is working on the Spring 2013 scheduling, so if anyone has questions, please contact her.

M. J. shared that counselors are asking for more speech classes to be available. In order to open up more sections, we would need to hire more lecturers.

*Student Assistant*

Libby announced that our student assistant is Maria Harr and is available Tuesdays and Thursdays, 1-3:30 p.m. Let Libby know if you need Maria’s help.

*Announcements:*

Libby shared that a full-time, non-tenure track position will be opening up to fill Ellen’s position in Language Arts. Ellen retains her “tenure-track” status in her dean’s position until she retires or returns to the classroom.

In light of our growing student population and need for English classes, especially English 100, a graduation requirement, and our continued success as a campus, members agreed we should make the case to offer more tenure-track positions.

*Adjournment:*

Libby adjourned the meeting at 2:10 p.m.