Language Arts Meeting Minutes for September 14, 2012

Present: Janine Oshiro, Desi Poteet, Audrey Mendoza, Libby Young, Annette Priesman, Michelle Van Hessen, M.J. Lewis, and Jeannine Buckley.

Call to Order: The meeting was called to order at 12:40 p.m. by Libby Young.

Approval of the Minutes: Janine moved to approve the minutes, Jeannine seconded, and all voted to approve.

Committee Reports:

Vice Chancellor's Advisory Council – Libby

Libby said the next meeting will be held next Thursday.

Curriculum Committee – Janine

Janine handed out a copy of the course proposal process. She pointed out the newest addition: “First, the proposer is encouraged to show the proposal to relevant stakeholders, including the sponsoring department and the CCAAC….”

Following up on Robert’s question from last meeting, Janine explained that it might take up to six weeks to approve a course.

CCAAC approved ICS 208, Web site design. Vanessa Cole said the feedback from the Discussion Board was helpful.

Faculty Senate – Mary

Nothing to report.

Institutional Effectiveness Committee – Libby

Libby shared that IEC circulated a revised communication rubric. Libby reported that Ellen suggested that when Form A is filled out that the assignment rubric should be aligned with this new communication rubric from IEC.

MaPSAC – Lance

Nothing to report.

Old Business:

Language Arts Department Goals

Libby handed out a draft of the department goals for discussion and input, and discussion followed.
The current hours for the Writing Lab are: MW: 10:45 a.m. – 4 p.m.; TTh: Noon – 4 p.m.; Friday: 10:45 a.m. – 3 p.m.

Janine shared that LCC has a full-time faculty member who manages the Writing Lab program, and it’s very active and includes trained peer tutors who also work in the classes. LCC uses Skype and other communication means to work with students.

After revising the goals, members voted on the following:

1. To analyze and address the implications of the Composition (English 100) success rate and other data related to remedial and developmental courses. (Janine moved to approve, Annette, seconded, all approved.)
2. To increase use of the writing and speech labs, including additional evening hours and more speech sections. (MJ moved to approve, Audrey seconded, all approved.)
3. To increase dialogue and coordination with WCC’s feeder high and intermediate schools through a possible P-20 Alignment Grant and other initiatives. (MJ moved, Jeannine seconded, all approved.)
4. To explore ways to support second-year language courses through a variety of delivery systems. (Janine moved, Audrey seconded, all approved.)

Gen. Ed. Assessment – Form A

Libby reported that today is the deadline to submit Part A.

Gear-Up Grant Proposal

Libby reported that the feeder schools are excited about working with WCC through the grant proposal Tim drafted.

New Business:

Additional Budget Requests – 2012-2013

Libby distributed copies of the department’s goals and additional budget requests and asked members to prioritize the requests. After discussion, members suggested the following:

- Graduate assistant to be hired for remainder of Fall 2012 semester and Spring 2013 @ $18.25 an hour, 10 hours a week = $4,015
- Speech lab student assistant: additional 10 hours a week @ $10 an hour, fall and spring = $2,200
- Supplies/equipment - $2,500

MJ moved, Audrey seconded, all approved.

Text-to-Speech project

Janine announced that she’s working with Kiriko Takahashi from the Center of Disability Studies at UHM. Kiriko will be working on a text-to-speech project in reading classes to help students with disabilities. Janine asked for department support to work with Kiriko on the
project when Kiriko gets the grant. Everyone agreed it was a great idea. Also Janine said Kiriko is interested in doing a workshop for us, if we are interested. Members suggested possible topics of interest: dyslexia and Asperger’s.

**Announcements:**

Libby announced that the first issue of Ka Ohana will be available next week.

**Adjournment:**

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