Language Arts Meeting Minutes for September 28, 2012

Present: Janine Oshiro, Desi Poteet, Lance Uyeda, Robert Barclay, Audrey Mendoza, Libby Young, Annette Priesman, Kalani Meinecke, M.J. Lewis, Jenny Webster, Mary Segura, and Jean Shibuya.

Call to Order: The meeting was called to order at 12:44 p.m. by Libby Young.

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

Committee Reports:

Vice Chancellor's Advisory Council – Libby

Libby reported that the council focused on the budget. The department asked for $8700 for writing and speech lab support and additional money for equipment and supplies. Each department received 40% of its request. In the future, budget requests will be determined/granted based on use/need. Libby encouraged members to put in requests for supplies and materials.

Robert moved that minor expenditures under $200 be granted on a first come, first served basis, on the discretion of chair. Lance seconded. All approved.

M.J. confirmed that the Speech Lab student assistants will be able to work additional hours.

Libby asked for volunteers to represent Language Arts and serve on the Distance Learning Advisory Committee. Lance volunteered, and Jenny offered to be an alternate. Janine nominated Lance as the LA representative and Jenny as his alternate. Annette seconded, and all voted to approve.

Curriculum Committee – Janine

Janine reported that the committee approved to make ANTH175 and ANTH175L co-requisites, which will create a richer learning experience for students.

The committee continues to discuss ways to improve the proposal process. The purpose of the discussion board is to inform the campus of curriculum proposals and provide an opportunity for feedback. The discussion board is not a decision-making tool. The feedback may help the proposer improve his or her proposal. The feedback may also help the CCAAC members make better decisions.

At the last department meeting Janine announced that items would be on the discussion board for only one week, in order to speed up the process. However, the current policy of the CCAAC is that proposals stay on the discussion board for two weeks. The committee will revisit policies at the end of the academic year after working with the new system. Patti suggested that the committee make the policy more general next time and then have internal working guidelines.
The committee added “Stakeholders Consulted” box on the form, so proposers must explain whether the proposal was discussed with the department and whether counselors or other interested partners were part of the process.

Natural Sciences would like to see the discussion board requirement eliminated. Janine asked for feedback.

Lance explained that posting the announcement on the discussion board provided transparency. Discussion followed and Janine noted comments and will report the feedback to CCAAC.

Faculty Senate – Mary

Mary reported that the faculty senate discussed the “Wonder Blunder” situation.

The faculty senate will be meeting with the accrediting team.

Institutional Effectiveness Committee – Libby

Libby reported that IEC will meet next Thursday.

MaPSAC – Lance

Lance reported that there was nothing to report.

Old Business:

Budget – additional funding (Writing Lab)

Jean will talk with Jeff Carroll and Todd Sammons regarding hiring a graduate student from UHM to work in the Writing Lab 19 hours per week.

Jean reminded everyone to send assignments to the Writing Lab, so that the Writing Lab can support students requesting assistance on papers.

A student ID is required to use the writing lab (and speech lab), so that usage can be tracked. Jean reported that the WL’s extension is x473, and that it will have voice mail and e-mail soon.

Kalani suggested that the WL revive regular workshops focused on specific problem areas.

Core to College Summit/Gear-Up Grant Proposal and Conference

Libby reported that Robert, Ellen, Tim, and Libby attended the 9/21/12 meeting. (Libby e-mailed the LA department members a brief overview about the meeting and the workshop.) Teachers at the feeder schools are excited about working with WCC faculty.

Robert explained that increasing academic rigor and raising the bar is good, but the key is intervention. The students who aren’t meeting the old standards will not be able to meet the new lofty standards.
Libby asked for volunteers to help. Janine and Lance both agreed to help.

Janine moved that the department support the Core to College Summit. Lance seconded. All voted in favor.

**New Business:**

*Online textbook ordering*

The bookstore is encouraging faculty to order textbooks online. Shelly is offering a workshop on October 15 to assist faculty.

*Writing Intensive Courses and Role of the Writing Advisory Board*

Robert reported that Ellen asked if we offer enough WI courses. WCC offers about 19 and could use a few more; he confirmed that Brian said we could offer up to 30, as the WI courses fill quickly (90% enrollment). Robert consulted faculty in various departments.

WAB is responsible for certifying WI instructors and to review WI courses, but it has no official role regarding scheduling more courses.

According to Jean, Social Sciences, Humanities, and Language Arts offer the most WI courses.

Robert will continue to get feedback from other departments.

Members agreed that departments should not rely on WAB for scheduling.

**Announcements:**

Janine announced the Halloween theme is the ’70s.

Lance announced that the Ad Hoc Committee on Unsatisfactory Progress will be including a student signature line on the “I” forms. The student will be required to sign, acknowledging he/she understands why he/she is receiving the “I” grades.

**Adjournment:**

Libby adjourned the meeting at 2:06 p.m.