Language Arts Meeting Minutes for March 8, 2013

Present: M.J. Lewis, Audrey Mendoza, Kalani Meinecke, Desi Poteet, Annette Priesman, Mary Segura, Jean Shibuya, Laurie Tomchak, Lance Uyeda, Jenny Webster, and Libby Young. Guests: Roya Dennis and Lindsey Brown (iCan).

Call to Order: Libby called the meeting to order at 12:10 p.m.

Approval of the Minutes: Lance moved to approve, M. J. seconded, and all voted in favor.

Committee Reports:

Vice Chancellor's Advisory Council—Libby

Libby reported that “Reassigned Time” is now called “Teaching Equivalencies.” To apply for this, instructors must submit a form to the Faculty Senate. If/when it is approved by the designated sub-committee the request is forwarded to administration for final approval.

Libby reminded everyone that if someone is sick, he or she should call 235-7422, the Office of Academic Affairs. All communication should go through the Vice Chancellor’s office. Lecturers do not have to submit a sick leave form, but other instructors do.

Please e-mail any questions for the VCAC committee to Libby.

Curriculum Committee (CCAAC)—Janine

No report.

Faculty Senate—M.J.

M.J. reported that the following four priorities are being discussed: Common Course Numbering, Pre-Requisites, and Student Learning Outcomes Policy; Academic Forgiveness; Academic Status policy; Writing Intensive Pre-Requisite Policy.

Jean shared that the WI writing board is working on requiring students to have a C or better in order to take a WI class at WCC and that Patti Chong said it would be a good idea for WCC to create a statement that a C or better is needed to take a WI class in anticipation of the future requirements.

Institutional Effectiveness Committee—Libby

Libby asked for feedback regarding the Excellence in Education day. Members shared that Ryan’s “True Colors” workshop was fun and educational.

Libby pointed out that a number of the priorities our department identified during our analysis of the data from the communications assessment were identified as priorities during the campus-wide workshop assessment. These identified priorities confirm the need for the Writing Lab, Speech Lab, and other resources that give students support. Language Arts also provided the
Early Alert suggestion as well as sharing strategies with colleagues as our three department/communication priorities.

M.J. reported positive feedback from students regarding their experiences at the Writing Lab. Libby asked M.J. to forward those comments to include in the department’s annual report.

*MaPSAC – Lance*

Lance reported that Kevin is in the process of reactivating the committee.

*Distance Education Committee—Lance*

Lance reported that the committee is working on an online course syllabi template that will include a resources list and online behaviors that successful students follow. Lance asked Members to let him know what else could be included.

Jean asked about the success rate of students taking online courses. Lance shared that his 209 face-to-face class is more successful compared to his online course’s 60% success rate.

Members agreed that students needed to be self-motivated and willing to read in order to be successful in online courses.

*Planning Budget Council—Libby*

Libby reported that Richard presented the Language Arts priorities to the Council. The Council is half way through reviewing the budget requests. Members listen to each department’s presentation and then vote.

*Foundations Board—Annette*

Annette reported that English 100 syllabi must include the Hallmarks and the updated title: Composition I. (Libby e-mailed the template this past week.) In addition, each instructor of English 100 must keep records and artifacts to include in the report, which is compiled and submitted every five years. Each assignment should correlate to at least one of the SLOs and all the SLOs should be covered; the Hallmarks should be fulfilled during the semester.

Members discussed strategies for final assessments and agreed on final portfolios instead of final exams, which reflects the philosophy of the writing process taught in the English classes.

*Developmental Education—Janine*

No report.

**Old Business:**

Libby announced that we have full participation from all our high school and intermediate feeder schools for the Gear-Up event on April 26. Teachers are interested in discussing common problems, motivation strategies, and best practices. It will be in teacher-to-teacher style and will be collaborative and forward thinking in nature. She asked for volunteers to participate in the
all-day event, which will likely run 9-4.

Janine, Lance, Jenny, Jean, MJ, Mary, Libby and Desi volunteered. Annette and Kalani volunteered to come for the afternoon sessions. There will be no department meeting that day.

**New Business:**

*Guests: Roya Dennis and Lindsey Brown*

Roya and Lindsey discussed the iCan objectives and priorities. The iCan program is grant funded and free to eligible students. iCan targets students who are 18+ and have tested no lower than fifth grade and up to tenth grade levels. They asked for feedback regarding what traits and skills Members believe students should have prior to entering English 22. Jean said that rigor should be included. She pointed out that it was expected in various art classes that didn’t require reading or tests (Toni Martin’s and Snowden Hodges’ classes, for example). Lance identified reading books for fun.

Desi volunteered to work with Roya and Lindsey and be the liaison between the Language Arts department and iCan.

**Announcements:**

Libby announced that Alan will retire on April 1 and she’ll submit a request for a “critical-needs” full-time, tenure-track position in speech. Also, Leslie Lyum will be retiring this semester, and Libby will submit a “critical-needs” full-time, tenure-track position in English. The desired qualifications will include experience in developmental education, composition, and literature.

The Spring 2014 schedule is still being developed.

Libby announced that fall book orders need to be submitted online by April 1.

Libby announced that Ka Ohana will be available on March 18 and encouraged everyone to use it as a resource.

Audrey announced there will be a debate tournament Saturday, March 16, 9-4 at UHM Shidler College of Business. She sent an e-mail today with details.

Desi announced that Rain Bird’s “Love Issue” launch will take place Thursday, May 9 at 6:30 p.m. She also distributed the Food Fight! entries for the 2014 issue.

**Adjournment:**

The meeting was adjourned at 2:05 p.m.