**Language Arts Department Meeting Minutes for September 20, 2013**

Present: Robert Barclay, Jeannine Buckley, MJ Lewis, Audrey Mendoza, Janine Oshiro, Desi Poteet, Annette Priesman, Susan St. John, Laurie Tomchak, Lance Uyeda, Jenny Webster, and Libby Young.

Guest: VCAA Ellen Ishida-Babineau

**The meeting was called to order at 11:35 AM**

The minutes of the 9/6/2013 meeting were approved pending minor changes.

**Committee Reports**

*Vice Chancellor's Advisory Council – Libby*

The Vice Chancellor's Advisory Council has not met since the last department meeting.

*Curriculum Committee – Janine*

The Curriculum Committee has not met since the last department meeting.

*Faculty Senate – Janine*

Janine Oshiro reported that Chancellor Doug Dykstra spoke at the faculty senate meeting about WCC's accreditation follow-up report. He emphasized very emphatically that one cycle of GLO assessment is complete and that the second cycle is underway.

Dave Krupp was elected as the FS off-campus chair. Dave is looking into the confidentiality of ballotbin.com and whether that site is appropriate for future elections.

John Morton visited a system-level faculty senate retreat to present information on several topics related to all UHCC campuses, such as enrollment, the strategic plan, transfers, degree completion, and developmental education. The most recent Achieving the Dream student success numbers are available on the handout Janine distributed at the meeting.

*Institutional Effectiveness Committee – Libby*

Libby Young reported that assessment activities centered on critical thinking and creativity are underway. Scott Abels (ENG 100), Robert Barclay (ENG 271), Tim Cubero (ENG 100), and Audrey Mendoza (SP 251) will complete their initial forms by the end of September.

*Master Planning and Space Allocation Committee – Lance*

The Master Planning and Space Allocation Committee has not met since the last department meeting.

*Distance Education Committee – Lance*

The Distance Education committee will host the first in a series of "Distance Education Hui" meetings on Wednesday, September 25, from 1:00-2:00 PM in Akoakoa 201. The first meeting will feature a presentation by Vanessa Cole on her online course structure; subsequent meetings will address topics of interest to prospective and current online instructors.

Windward students may now access the Brainfuse tutoring system through myuh.hawaii.edu. Instructors who would like access to Brainfuse should contact Mike Tom for a username/password.

**Old Business**

*Department goals and budget requests for 2013-2014*

The department discussed and approved the following goals and budget requests. We will:

- Resubmit a request to the PBC for another full-time tenure track English faculty position.
- Resubmit a request to the PBC for another full-time tenure track Speech faculty position.
• Submit a request to fill current vacant positions in English to meet critical student demand.
• Submit a request to secure funding for furniture and equipment for the new Language Arts building.
• Submit a request to increase the funding of the writing and speech labs, and increase students' lab usage.
• Consolidate remedial/developmental courses and work with TRiO and other campus programs to improve student success.
• Continue to assess the effectiveness of innovative approaches in Composition I (English 100) courses.
• Continue to explore ways to support first- and second-year language courses through a variety of delivery systems, particularly the Hawaii Language Roadmap Initiative.
• Maintain communication with WCC’s feeder intermediate and high schools through the Windward Common Core to College website and other means.

New Business

C3T eligibility form and SI support for remedial/developmental courses
Interim Vice Chancellor Ellen Ishida-Babineau presented information on the Community College Career Training (C3T) program. The C3T focus areas are agriculture, health, and energy. Students may be eligible for resources such as accelerated coursework, supplementary instruction, hands-on labs, and tech-enhanced instruction.

Teachers of remedial/developmental classes are asked to allow students to use class time to complete the application Ellen distributed. Please review the application form, which explains what C3T is and what students may be eligible for. The information students provide will be kept confidential.

Curriculum development
Ellen may approach us in the near future to work on developing curriculum modules and workshops for remedial/developmental and 100-level students. One possible area for module/curriculum development is COMPASS prep. Work products can include workshops, sessions in a summer bridge project, classroom lessons, activities/assignments, materials for supplemental instructors, etc.

Supplemental instruction funding
Funds will be available for supplemental instructors at all levels in spring 2014. Please contact Ellen directly and CC Libby if you are interested in having an SI. Your SI must assist you in modifying your curriculum (by making suggestions about how improvements in the class can be made or in some other way).

Remedial/developmental initiatives with TRiO
The department discussed the TRiO initiative to increase support for developmental students with participation from instructors. The initiative’s main goal is to increase communication between us and the TRiO tutors and to increase the speed/efficiency with which student services interventions can be initiated.

Shortage of books for courses - Robert
This topic will be addressed at the next meeting.

Info literacy results and recommendations – Jenny, Annette, MJ and Laurie
The department discussed a variety of possible recommendations, including:

• Increased individual interaction with students, especially when they are working on longer projects.
• Workshops on communication topics such as conducting interviews
• Workshops on writing topics such as formatting, citations
• Coordination of resource recommendations
• Increased support for student writing research papers
• More hours for the writing lab
• Requiring workshop attendance on course syllabi

Announcements

• Robert will give talks about reading/writing on historical atrocities and on local literature at the 2014 Association of Writers and Writing Programs conference in Seattle.
• Faculty, staff, and students are encouraged to submit writing to Rain Bird. The submissions deadline is October 31.
• Annette Priesman won a best artist award at the El Dorado art fair over the summer.
• Ka Ohana will be published on Monday, 9/23/13.

Adjournment
The meeting was adjourned at 1:00 PM.