

**English Division
December 1, 2015
Meeting Minutes**

Present: Monette Tiernan, Dana Marterella, Julie Gamberg, Shant Shahoian, Chris Juzwiak, Alexa Schumacher, Sarah McLemore, Francien Rohrbacher, Reid Kerr, Jessica Groper, Piper Rooney, Lara Kartalian, Dennis Doyle, Susan Henry, Michael Harnett

Absent: Michael Moreau, Steve Taylor, Denise Hagerty, Gabriel Gomez, Rosemary Kwa, Angela Morales, Elizabeth

Guests: William Rosenblatt, Greg Williams, Michael Falcon, Fatema Baldiwala, Rolando Rubalcava,

Meeting called to order at 12:25PM

I. Announcements

A. St. Jude at GCC (Gomez)

B. Humanities 117 (Michael Falcon & Steve Taylor)

- We added another humanities class for winter 2016 due to long waitlist.
- Instructors who are teaching other humanities classes please be sure to let your waitlisted students know of this newly added course.

C. *Student Equity Proposals*

- Elizabeth Bryer is our faculty coordinator. Please run student equity proposals by her and Monette for authorization.

D. SLO Assessments and Submissions (Reid Kerr)

- Seven English/Humanities courses' SLOs are being assessed this semester. The deadline to submit is 12/23/15 (same day grades are due). Every student in every section will be assessed. Reid Kerr demonstrated how to submit on the website and asked that everyone review theirs. If there are any changes please let him know by this week.

E. *Rhet/Comp Reading Group (Reid Kerr)*

- First meeting was held last week, it went well and there was a lot for discussion.
- There are more to come, possibly one per month if we find a set time to meet.
- There is a website for this group to follow along, gccrhetcomp.wordpress.com

F. WAC (Monette Tiernan)

- We need to identify D.I students in ENGL 191; 120. Maybe a short student survey can be designed where students would fill in what type of writing experience they are coming in with. Monette will send an e-mail about this.

G. Denise Ezell Retiring (Monette Tiernan)

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Minutes

- Watch out for Monette's emails regarding Denise's "ta-ta" gathering which is being planned for late January.

H. Gay/Straight Alliance (Marterella)

- GCC students are starting a gay/straight alliance on campus and are in need of a faculty advisor. If you are interested you can e-mail the link Dana will send out later.

Approval of Minutes

MSC Rohrbacher/Henry

Approval of Agenda

MSC Rohrbacher/Shahoian

II. Senate Report (Sarah McLemore went over the flyer)

- Judicial board is looking for volunteers for program review. If anyone is interested please e-mail Sarah.
- Senate Holiday Party is this Thursday December 3rd.
- The distinguished faculty awards (DFA) may be announced differently, more to be discussed in February meeting.

III. Old Business

A. *Division Policy on Formal Essay Assignments (Monette Tiernan)*

- Monette motioned to move this to the end of the agenda or it can be something we can also communicate via e-mail.

B. *Common Finals English 191/120 (Monette Tiernan)*

- Monette motioned to move this to the end of the agenda or table the item due to more urgent topic to cover.

Approval of the motions to move agenda items

MSC All

IV. New Business

A. In-House Composition Handbook (Reid Kerr shared two samples)

- In house generated handbooks that cost about \$20 each.
- It does take time and people would have to get paid to put them together.
- This is a good subject of focus to discuss at a retreat.

B. *Full-Time Hire, 2016-17 (Monette Tiernan)*

- A job announcement copy was provided to everyone for review. The consensus of the group was that job announcement should be a developmental focus.

- Hiring Committee will include Piper Rooney, Jessica Groper, Francien Rohrbacher,

and Dana Marterella. Monette will send this list out to HR today so they can begin on a tentative timeline.

C. English 192 non degree applicable (Monette Tiernan)

- English 192 needs to be changed to non degree applicable, its partner course English 120 was revised a few years ago to state the same. Change will be run through the proper channels.

D. Division Policy on Formal Essay Assignments (Monette Tiernan)

- Division agreed that all formal written essay must have a written out assignment.
- Monette took all suggestions to modify this policy and will send it out.

V. *Committee Reports*

A. Developmental Writing (Chris Juzwiak)

- Submitted electronically to division for November and December

B. English 101 (Francien Rohrbacher)

- Submitted electronically to division for November and December

VI. *Adjournment*

Meeting adjourned at 1:25 PM

Recorded and transcribed by Dana Marterella & Diana Rivera