

**English Division**  
**March 5, 2013**  
**Meeting Minutes**

Present: Adams, Doyle, Ezell, Groper, Harnett, Henry, Marterella, McLemore, Morales, Rohrbacher, Rooney, Shahoian, Taylor, Tiernan

Absent: Edelman, Juzwiak, Kartalian, Kwa, Schumacher, Vallicella

Guests: M. Falcon, S. Gabrielian, M. Nichols, W. Rosenblatt, K. Meza

I. Meeting called to order 12:23 p.m.

II. Announcements

A. *Bart Edelman - Reading*

- At the Ruskin Art Club  
March 24 , 2013 at 2:00 p.m.

B. *Scholars Essay Contest*

- Contest will take place in April and is open to all students
- First prize- \$500, second- \$100, honorable mentions
- Best essays will be published in the academic essay journal which will be available for faculty use
- Submissions will be done via Turn-it-in
- Please encourage your students to submit
- More information and flyers to follow

C. *Extra chairs*

- Extra chairs in Sue Henry's office; claim if you have missing chairs

D. *Ideas from winter division retreat*

- Summary of ideas; discussed items will be distributed via e-mail

***Motion to move Course Outline Revision item to New Business Section  
MSC Rohrbacher/Marterella***

III. Approval of Minutes  
***MSC Rohrbacher/Marterella***

IV. Approval of Agenda  
***MSC Marterella/Rohrbacher***

V. Senate Report – Groper

A. *At-large Senate Positions*

- 3 adjunct at-large positions available in the Senate, please submit nominations

## VI. Old Business

- A. *English 060 Update (Ezell)*
- First round at C&I- asked to revise catalog statement
- B. *Addressing Assessment Outcomes (follow –up from division retreat)*
- Evidence of actions is required by the State
  - Curriculum committees must meet during Spring semester, the outcome results are to be analyzed
  - Reporting timeline for Spring 2013:
    - April Division Meeting: Developmental Committee
    - May Division Meeting: English 120, 101, 102 and 104
    - June Division Meeting: Literature and Humanities committees
- C. *Humanities Committee Chair*
- Dana Marterella will act as the current Humanities Committee Chair
- D. *SG 139 (active learning space)*
- SG 139 has been updated
  - New furniture, computers and a projector have been installed over winter
  - If the division is still interested in converting SG 139 to an active learning classroom set up, it will be possible to implement next year
  - SF 102 has been converted to a lesson study module and the college is looking for volunteers to teach in this room

## VII. New Business

- A. *Removal of lab Hours from English 191*  
**Motion to remove laboratory hours from English 191**  
**MSC McLemore/Rohrbacher**
- B. *Removal of repeatability from English 182 and 183*  
**Motion to remove repeatability fro English 182 and English 183**  
**MSC Shahoian/ Doyle**
- C. *Removal of repeatability from English 103*
- From-To form will be presented at the April Division Meeting
  - Other repeatable courses which are not currently being taught could be removed from the catalog
  - List of inactive courses will be compiled for the next meeting

D. *Aligning skill-level ranges with exit standards/entry expectations*

- Currently skill level ranges do not align with entry standards

Discussion

**Motion to remove current numbering system from course outlines and use course entry expectations instead**

**MSC Taylor/Marterella**

- Updated chart will be presented at the April Division Meeting

E. *Course Outline Revision*

- Course outline revisions have to be completed this semester in order to conform to the new regulations
- Elena will complete technical updates on outlines; committees need to review all sections and report any changes needed by March 22<sup>nd</sup>
- English 101 and all courses on the AA-T list will be reviewed during the first round, outlines will be presented at April meeting for division approval

F. *SLO/PLO*

**Motion to approve PLO reports for AA degree and Humanities degrees**

**MSC Shahoian/Marterella**

G. *Dates for Spring Mini Retreats*

- English/ESL, workshops and DLA will be topics of mini-retreats
- e-mail with possible dates to follow

**VIII.** Meeting adjourned at 1:28 p.m.