# **English Department Meeting Agenda**

March 7, 2012 3:15 PM in Room 2751

## I. Welcome and Introduction

# II. Consent Agenda

A. Minutes from the February 1, 2011, meeting

# III. Reports

- A. Academic Senate
- B. Curriculum
- C. Basic Skills
- D. Distance Education
- E. Student Learning Outcomes
- F. Dean's Report

#### IV. Action Items

A. Memorandum of Understanding for English Placement for IVUP Students

## V. Discussion

- A. Reading class offerings for Fall
- B. Developing Online English 09 and 19 Classes
- C. Summer School Selection Process
- D. Update on Sample Syllabi for English 08, 09, 18, 19
- E. Professional Development
- F. Other

# VI. Adjournment

# **English Department**

# Meeting February 1, 2012 Room 2751 3:15pm

#### **PRESENT**

Baukholt, Robert
Dorantes, Kathleen
Lay, Nancy
Patterson, James
Samaniego, Olivia
Zielinski, David
Bemis, Roberta
Bemis, Roberta
Ferrell, Diana
McNeece, Brian
Rapp, Frank
Shaner, Christina

Cormier, Judy
Heuman, Michael
Morris, Audrey
Rowley, Deirdre
Tirado, Xochitl

#### **ABSENT**

Davis, Lincoln

#### **GUESTS**

Frances Beope Norma Nunez

## I. Welcome and Introduction

The meeting was called to order at 3:50pm.

Michael welcomed everyone. He introduced Letty Garcia, an adjunct faculty member who is teaching Engl 099 and 101 for us this semester, and he welcomed Audrey Morris as a new full-time faculty member.

# II. Consent Agenda (Approval of Minutes)

The minutes for November 16, 2011 were approved as presented.

(MSC - R. Baukholt/D. Rowley)

#### III. Discussion

## A. IV University Partnership 2012

Frances Beope did a presentation on the Imperial Valley Partnership (IVUP.) IVUP is a partnership that we have with San Diego State University. The IVUP Program was created to help increase the baccalaureate numbers we have here in the Imperial Valley.

The Program will start fall 2012 and will only have 100 students enrolled in it. It takes only two years (four semesters) to complete.

There are three majors to choose from. Those majors include:

- i. Criminal Justice
- ii. Psychology
- iii. Liberal Studies

IVC will be teaching six units on MW and SDSU will be teaching nine units on TR.

Frances showed a lot of enthusiasm as she explained the IVUP to the Division. At the beginning of the presentation she also announced that she would be retiring at the end of the Academic Year.

#### IV. Reports

#### A. Academic Senate

Frank reported that Daniel Gillison talked about a Final Exam Block Schedule. Eric Lehtonen talked about the Re-organization and presented the idea of aging with three deans and one associate dean.

#### B. Curriculum

The priority list for which faculty we will be hiring was discussed.

#### C. Basic Skills

In regards to the Student Success Task Force, Frank said that everyone should get informed about it. In March, Frank will be attending a workshop in Anaheim to learn more about the task force.

#### D. Distance Education

David reported that there are 66 classes being taught online by 40 instructors this spring semester, the same as last year.

He met with Academic Services recently, they're trying to come up with a more purposeful way of scheduling orientation, mid-term and finals for OL courses. Eventually they would like to waive meeting face-to-face for OL courses.

He also mentioned that they're not sure where DE is going to end up after reorganization.

#### E. ATLAS

Michael mentioned that that a workshop was held in January that was well attended.

## F. Dean's Report

Brian feels that IVC needs to raise the quality of students, we need more dedicated students.

The A&L Division needs a new rep for the Academic Senate. David Zielinski interested at this time.

In regards to Flex, Brian said that we would be "putting it to bed" after this year.

Flyers were recently posted throughout campus asking why an additional ESL course couldn't be added just like the new Engl 10 course that was added this past fall.

#### V. Action Items

None

## VI. Discussion (Resumed)

#### A. SLO Assessment

The group opted for a separate meeting sometime in the middle of February.

#### B. Start of Semester Issues

#### 1. Bookstore

We had several issues with the bookstore this semester:

- a. Ordered textbooks weren't on shelves.
- **b.** Bookstore claimed they didn't receive orders when secretaries had the confirmation number.
- **c.** Orders were sent to a queue that bookstore personnel didn't know existed.
- **d.** Orders were shortened.

#### 2. Wait Lists

Thumbs up on the wait lists! The process worked fine without any glitches that we were aware of.

#### C. Scheduling Issues

#### 1. Reading class offerings

We canceled a few reading classes due to low enrollment and opened in their place some Engl 099 classes.

#### 2. Developing Online Engl 09 and 19 classes

(The topic was postponed as we ran out of time)

## 3. Literature Classes for 2012-13 and Beyond

This semester Judy and Christina's Literature classes were cancelled due to low enrollment. We will offer them next year.

## D. Volunteers for Developing Sample Syllabi for English 08, 09, 18, 19

The following instructors volunteered to create sample syllabi for our new courses:

- 1. Kathleen, James and Brian Engl 08
- 2. James and Deirdre Engl 09
- 3. Roberta and Xochitl Engl 18
- 4. Audrey and Diana Engl 19

#### VII. Adjournment

The meeting was adjourned at 4:35pm

#### Memorandum of Understanding for English Placement for IVUP Students

Whereas, Imperial Valley College has a policy which may exempt from testing students who submit scores which articulate with those used by Imperial Valley College,

Whereas, San Diego State University will be accepting the standard scores to qualify for exemption in English for students who present proof of one of the following:

- A score of 500 or above on the critical reading section of the College Board SAT Subject Reasoning test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 147 or above on the English Placement Test (EPT)

Whereas, Imperial Valley University Partnership students will be required to enroll in college level English courses as part of their lower division course requirements, and these courses require prerequisite placement scores agreed to by each respective institution,

Whereas, Imperial Valley College is requesting to have Imperial Valley University Partnership students send an official high school transcript to Imperial Valley College to comply with the multiple measures requirement as requested by the Matriculation Director,

Therefore be it resolved, that Imperial Valley College will accept the above stated San Diego State University English placement measures for appropriate placement into college level courses in lieu of Accuplacer score of 1006.

Now, Therefore be it resol	ed, that both institutions agree to this Memorandum of Understandin
which is executed on	of Feburary 2012.

Victor Jaime	Dave Pearson
Imperial Valley College Imperial Valley Campus	San Diego State University
Interim Superintendent –President	Dean, SDSUIVC

1/04/2012