English Department Meeting Minutes

February 25, 2013

Attendees: Ruth, Joseph, Adam, Mary, Rebecca, Jia-Yi, Andy, Juan, Kim, Svetlana, Deanna, Ron, Kathy, Kim R., Adam Kempler, Jennifer H.

Announcements/Information: Jia-Yi thanked the part-timers for attending the department meetings.

Mary sent a sign-up sheet for faculty to sign up to allow members of the SCV Learning Consortium to come observe COC classes. The Hart district teachers are particularly interested in 96, 91, and 101 classes.

Course Revision: 250 and 262 are in need of help; Adam Kempler sent 81 through Curricunet.

Brian Turner Presentation: 240 people attended. Special thanks to Rebecca and Joseph for their participation.

Courses due for Assessment: 102, 250, 261, 264. Jia-Yi will plan a mid-March meeting.

Courses/Degree proposals in Professional Writing: Leslie is out sick with the flu. There have been discussions with the Economic Development division for a new course perhaps using 104 as its designation. More on this topic next meeting.

Ron Dreiling will chair the English Curriculum Subcommittee. He’s planning a meeting in March.

We have 18 adjunct evaluations to do this semester. We have 16 FT instructors (not including Denee). Sign-up sheet to come via e-mail.

Internships with writing focus: Gina Bogna has asked the department to identify students who may want to participate in the CWEE program as a paid or unpaid intern. They must register for a 1 unit course. Employers need content writers and bloggers, for example.

SLO Reports

Meeting attendees agreed a larger discussion about SLO assessment is needed. Perhaps a common/universal rubric is needed for each category of classes: literature, critical thinking, writing. Deanna cautioned us to separate the SLO assessment from the grading process. Designing a specific tool for the SLO assessment may be more productive and informative. She reminded us that new accreditation standards are coming and that in order to scale down, we may want to do sampling in order to complete the SLO assessment. We must involve adjuncts in this discussion because misinformation may be spread.

SLOs are entered in Curricunet now. Jia-Yi will do it this semester, but she would like to begin training 3-4 faculty members each semester so many will know how to do it. Discussion of a shared data entry position between Math and English would be helpful.
Creative Writing Courses

Andy reported on the meeting he, Mike Edwards, and Alene had recently. This group believes a coordinator is needed for the creative writing courses. It is necessary to build in structure, rigor, and accountability. They would like to formalize assessment perhaps with rubrics and portfolios. 101 is a prerequisite for 105. E-mail Andy or Alene if you would like to join the group in future discussions.

Program Review

Jia-Yi is entering data and a group is working on the Progress section.

Jia-Yi reported the following on the Program Review:

- There are approximately 120 Objectives
- There was a 60.84 increase in FTEs from 2010-11 to 2011-12.
- We would like a stronger FT presence at CCC.
- A Priority is coordinators for 102, 103. Perhaps this could be a combined assignment (one coordinator for both 102 & 103).
- Another priority is furniture and room configurations for active and collaborative learning classrooms. Some attendees believe LTLC 144 is a great example of this kind of modular, flexible furniture. Smaller document cameras are also needed for this kind of teaching environment. Suggestions: (1) when tying these requests to the Strategic Goals, use “Technology Advancement” rather than “Teaching & Learning.” (2) Focus on designating one room the English classroom (308 or 309). (3) Each year, work on upgrading furniture and technology in one room we teach in.
- Separate Reading & Writing Across the Curriculum into 2 goals. We listed the activities that could be added here.
- One Goal: Focus on Student Writing. We discussed options for digitally publishing student work.
- We must revisit the English Department Mission statement. Jia-Yi will send it via e-mail for input, suggestions, and revisions.
- Under Promoting the Department and English Majors. Deanna is working on rechartering our English Club and Honor Society.

Web Site Maintenance

Ron is looking for someone to take over this task. After the meeting, Andy volunteered to take this on with Ron’s training.
Staffing Process

Jia-Yi reported on the unconventional process she used to complete the summer schedule. She felt very happy with this process. She would like to query all FT members for time block and course preferences, and then design their schedules from this. A discussion followed about the pros and cons of this system and the rotation system we currently use. Issues included: transparency, the need for ground rules, the time it took to establish an equitable system in the past, future chairs being able to use J-Y’s system, balancing student needs, and the math department’s system for scheduling. The Fall 2013 schedule will be done by using the rotation system. And we will continue our discussion at April’s meeting.

Respectfully submitted by: Jennifer Hauss
Sociology Department Retreat Minutes
February 6, 2014
3:00-5:00 PM

In attendance: Anne Mareno, John Sanchez, Esther Villegas-Sandoval, Akbar Madhi, Armen Mgerian, Marianna Branda, Katie Coleman, Pamela Williams-Paez, Sheldon Helfing, Levin Welch, Joseph Roberson, Nancy Weber, Emily Prior, Elizabeth Bogumil, Heather Harper, Cecillia Barron, Rebekah Villafana, Mary Valentine, Thea Alvarado, Preeta Saxena, Giana Cicchelli, Austin Im

Anne welcomed everyone back and each person introduced themselves.

Important Dates
- November 7 & 8 (Fri & Sat) California Sociological Association Conference, Riverside. Submit session topics now. The theme for this year is Social Responsibility.
- Clubs
  - Sociology Club will meet 1st and 3rd Tuesday, 12:30-1:30, LTLC160—starting 2/18/14
  - GSA (Gay Straight Alliance): Katie Coleman has been a supporter and suggested people contact Ruth Rassool if they are interested in joining.
  - League of Legends: Pamela reported that the League of Legends will be starting up this semester as they are still organizing.
  - Gamma Beta Phi: Last Friday, 2-3, Mentry 343, Info meeting Feb 14, 2:00, Mentry 343
  - Muslim Students Association (MSA): The MSA club is growing and students have a Facebook page in order to communicate with each other. Meeting times for Spring 2014 TBA.

Reminders
These are the adjuncts being evaluated, along with their evaluators:
Akbar-Anne
Angel-Anne
Cecillia-Pamela
Dominic-Sheldon
Emily F.-Pamela
Giana-Sheldon
Ioana-Anne
Joseph-Sheldon

The Following Course Revisions need to be addressed this year:
103, 103H-Sheldon-deadline-end of spring
101, 101H-deadline Thanksgiving-Anne with input from Katie, Thea, Emily P.
200, 200H-deadline Thanksgiving-Shel with input form Katie, Preeta
108-deadline Thanksgiving-Pamela with input from Robert, Angel
These are the courses that will be assessed this semester
105, 110, 137, 210, 230, & 233

- Administer the assessment at some point near the end of the semester-see faculty resources intranet page. It must be administered in class, not take home, not extra credit.
- Email how many students attempted it and how many passed it with a grade of C or better—due to Anne no later than the date grades are due—grades MUST be turned in on time—typically 2 days after the last day of classes.
- Ask the stated questions, unless it says you have a choice

Anne Mentioned the Following Reminders:

- Email syllabi to Anne during the first week of the class
  - Check the current SLOs every semester
  - Include all policies on your syllabi
  - Must have your name and contact info, section number and course name, SLO
  - Feel free to copy from mine which are posted on my website
- Every class MUST have at least one written assignment and at least one exam (your choice on what type of exam, see the course outline for requirements of the specific course). Remember that multiple modes of assessment give every student the chance to excel at something. Course outlines are now in CurricUNET http://www.curricunet.com/Canyons/
- Lock classroom doors unless the next professor is there
- Bonelli 310 lending library for sociology materials—feel free to take something, give something to students, or deposit materials
- Seco 303 lending library for pleasure reading—feel free to take a book or leave a book
- Absence slips-put in Anne’s mailbox or in an envelope addressed to Anne, check the faculty resources for examples

Adding/dropping students:

- Officially, a student cannot sit in your classroom after the add deadline if s/he has not added the class
- Add only up to your class size limit, all of our classes are limited to 35 students, except honors classes-25 students and Soci137-24 students.
- You MUST drop a student if s/he does not show the first day, also cross off no show waitlisters.
- You also MUST drop a student who has stopped attending at the census date.
- You MAY drop/withdraw students for missing more sessions than the class meets in one week, see page 30 of the catalog under the heading “Absence from Class.”

Miscellaneous
- CCC cabinet keys-get from Anne, return if you are not teaching at CCC
New Business/information
- Civil Rights Clinic update-Pamela
- Library Videos-Sheldon
- Program review goals
  - LC/SL?
- Intranet vs. Blackboard
  - Add, put notes, put your name
- Poll Everywhere-Levin

Retreat Attendees discussed the following SLO assessments. Some revisions were made to existing SLOs.

Closing the PSLO Assessment Loop from Spring 2013, Soci101, 101H, 103, 103H, & 150
Program SLO
Analyze a social issue using Sociological concepts.

For the first time the PSLO was mapped to the courses being assessed. 690 out of 822, 83.9%, passed the course SLOs.

Closing the Assessment Loop from Fall 2013, Soci200, 200H, 207
Program SLO
Analyze a social issue using Sociological concepts.

231 out of 286, 80.8%, passed the program SLO

Soci200 and 200H (200-174/217-80.2%) (200H-73.7%)
SLO: Compare and contrast historical and contemporary women’s issues from a variety of theoretical perspectives.
Assessment: Choose a current or historical issue affecting women and compare and contrast how two of the theories you learned in this class would analyze that issue and how it affects women and society. (The professor can leave it open like this or the professor can choose an issue and or the theories).

Feb 2012 retreat SLO to be changed when the course is revised.
New SLO: Compare and contrast women’s issues from a variety of theoretical perspectives.
New Assessment: Choose a current social issue pertaining to gender utilizing two of the theories you learned in this class to analyze that issue. (The professor can leave it open like this or the professor can choose an issue and or the theories).

Retreat Conversation-Sheldon Helfing, Thea Alvarado, Mariana Branda, Joseph Roberson, and Preeta Saxena.

The SLO maintains as it was noted in the agenda: Compare and contrast women’s issues from a variety of theoretical perspectives.
The new proposed assessment is as follows: “Explain a current gender issue pertaining to women utilizing two of the theories you learned in this class. (The professor can leave it open like this or the professor can choose an issue and or the theories).”

The primary concerns with altering the assessment focused on whether or not to include the words 'women' and 'gender' or if referring to a the general phrase "gender issue" was directed enough for a women's studies class. It was decided to specify "a gender issue pertaining to women" would be used to make the assessment more precise and directed. Also, the phrasing of 'explain' was used in place of 'choose' to help further clarify what was expected in the assessment.

Soci207 (43/50-86%)
SLO: 1. Distinguish between social issues based on an individual (i.e., micro) analysis and those based on a structural (i.e., macro) analysis.
2. Analyze and assess social problems using the three (structural functionalism, conflict perspective, and symbolic interactionism) sociological perspectives.
3. Evaluate how social stratification systems in areas like race, sex, and social class contribute to the formation and solution of social problems.

Assessment: Choose a social problem (one we've discussed in class or another problem of your choosing) that before taking this class you considered to be a personal problem. Build a case to prove that, from a sociological perspective, this personal problem is really part of a larger public issue. Analyze to what extent the problem is the product of race, sex, social class, and other social factors. Create a solution based on eradicating the causes you've identified.

Feb 2012 retreat SLO to be changed when course is up for revision
SLO: Choose a social problem; comparing micro and macro perspectives, explain how this is a part of a larger public issue.

ASSESSMENT: Analyze the role of social inequalities in creating social problems and identify how those social policies may address positive social change.

Per Akbar at the end of the semester
Two major reasons for no-pass: (1) Not responding systematically to all aspects of the question (define a specific social problem, explain scope, those affected, nature of harm/concern, and solutions) and (2) lack of facts and abundance of opinion in discussing a social problem.

Retreat Conversation-Esther, Mary, Rebekah, Levin, Akbar, Anne, Pamela, Cecilia, Heather, Arman, Giana, Austin, and John Sanchez

The group reviewed the first SLO written as “Distinguish between social issues based on individual (i.e., micro) analysis and those based on a structural (i.e., macro) analysis” and agreed
that the assessment should be changed. The group decided to write a broad SLO so instructors can choose between including theories or sociological concepts. Anne stated that leaving an SLO broad is better from an SLO perspective.

The group decided that it was important to include solutions to the SLO as they are inherently a part of social problems.

The new SLO will read as: “Analyze a social problem, including causes, scope, and solutions, using sociological concepts.”

The following times will be when our department meetings are held this semester:

Spring 2014 Meetings and notetaker
2/25, 3:30-4:30, Seco Hall 303-Pamela
3/25, 3:30-4:30, Seco Hall 303-Anne
4/22, 3:30-4:30, Seco Hall 303-Sheldon
5/24, 6:00 PM, end of year potluck at Anne’s house

MINUTES SUBMITTED BY P. WILLIAMS-PAEZ
Fire Tech Department Retreat Minutes: January 31, 2013

Attending: Cindy Dorroh, Patti Haley, Randall Osborne, Keith Kawamoto, John Eric Pierce, Howard Kaplan, Vern Atwater

1. Introductions – Round table introductions by all. Keith Kawamoto, newest member of the Fire Tech team, comes to COC from Glendale Fire Department.

2. Cindy Dorroh -
   • With the passage of Prop 30 in November, this is the first year in 6 years, that there has been no mid-year budget cuts. There is a proposed increase in funding to community college from the governor, with details to be worked out. COC lost approximately $20 million in cuts over the last five years.
   • All Fire Tech classes will be relocated from the Canyon Country Campus to the Valencia Campus in Fall 2013. The Canyon Country Campus will have specific certain majors and supporting general education classes. This will afford students the opportunity to stay on one campus to accomplish their goals.
   • Towsley 107 has been designated the Fire Technology classroom. Cindy also announced that she secured a designated Administration of Justice classroom.
   • Enrollment challenges were discussed by Cindy and the others members of the Fire Tech Department. Challenges such as emailing students through the my.canyons email system. Howard stated he sent an email to 62 students last semester, with instructions for a mandatory reply. He received less than 20 replies. Waitlist students being called to let them know they have been placed into the class, but by the time they come to school the following day to pay, the computer has dropped them.
   • ISAs will be reorganized and will be reporting to a different administrator in the near future. Cindy also discussed ISAs and their importance to the college, the community and the agencies that are involved.

3. Financial Aid Fraud – Discussion ensued regarding financial aid fraud and the cost to COC. If a student has applied for financial aid, is approved and enrolled in class at the add deadline, then a check is automatically cut and mailed to the student. If they continue to participate in class, no problem, but if they stop coming to class they are responsible for paying part of the money back IF THEY HAVE BEEN DROPPED. If however, you do not clear your roster of students who are no longer attending the class, the student keeps the money and COC must repay the federal government. Please remember to drop your first day "no shows". You may use the “My Canyons” system.

4. Allied Health & Public Safety Division Meetings – open to all – usually 1st Monday of month at 930am in Bonelli 330 – next meeting is Feb 11th!

5. Campus Safety -
   • Campus Safety has a website – it is listed under "C" for Campus Safety, not “S” like I believed 😐
   • Remind students – Campus Escorts available for students and faculty, both campuses, from 6:30pm - 10:30 pm. (Check the Campus Safety website for more info)
6. Absences: If you are absent, please call Nancy Williams x3411 or the main switchboard to report your absence. 661-259-7800. Canyons Country campus – Call Sally – 661-362-3801. (If you have an approved absence, ie you know you will not be here and have discussed it with me, filled out the paperwork and have approval for a substitute – please do not call Nancy.)

7. Tardy: If you will be tardy – ie stuck in traffic…call the Valencia switchboard 661-259-7800 or Sally at Canyon Country Campus, 661-362-3801. They will post a note on your door. You may also call Patti 818-317-3136 and if I answer and am on the COC campus, I will be glad to post a note on the classroom door.

8. Academic honesty and inappropriate or disruptive student behavior. The Student Conduct Guide for faculty on the intranet. There is also a new board policy regarding class disruptions that include all electronic equipment.

   If dismissing a student from the class for the day, notify the student that Dean Michael Joslin will be notified. Michael Joslin will require and email with objective description of the incident and reason for dismissal from class and referral to Dean Joslin. Please cc Cindy Dorroh and the Department Chair.

9. Emergency preparedness and incidents in class. Emergency Preparedness Plan link is on this site. Discussion ensued regarding the school’s new updated all hazards Emergency Plan. Red booklets were placed in your mailboxes last semester. If you did not receive one, please let Patti know. Discussion ensued about calling “7” for emergencies, not 911. “7” is the campus emergency line and security will also respond to your classroom and also direct Fire or EMS to your location.

10. Parking –
   • they have added several new staff parking places.
   • Several of the adjunct faculty noted that handicapped spots near Towsley Hall are limited. Patti shared that there are multiple new handicapped spaces in lot 15, near the new TLC building. It is level access to campus; you will walk across the bridge and use the elevator to get to the first floor.
   • Craig Pelletier sent a request for two designated parking spots near Towsley for the Fire Tech instructors. Patti has discussed the request with Bob Brode who is our representative on the Parking Committee. Bob Brode will take our request to the committee and let us know the outcome.

11. Textbooks –
   • Cengage will continue to publish the current edition of the textbooks and support the instructor materials until they are no longer viable.
   • Jones and Bartlett hired one of the Cengage reps. It looks as if many of the Cengage authors may be moving to JB. Currently they have a limited library of fire textbooks available.
   • Howard stated he believed that Brady was taking over the IFTSA publishing.
   • The FESHE Core curriculum 2011 also has a list of textbook resources for each class. It was determined that none of the adjunct present liked the current Fire Tech 104 textbook. Patti will order some of the other textbooks for review. Members will determine the best book for this class.

12. SLOs/Program Reviews
   • SLOs – for the Spring semester we are still using the SLOs as dictated in Curricunet. Patti thanked everyone for submitting their SLOs. Discussion ensued about updating SLOs..see item #13 for more information. Patti will collate the previous SLO data into a table and share with all instructors. (The printout from the Program Review is difficult to analyze.) SLOs may be eventually incorporated into grading.
   • Mission statement – the Fire Tech Department needs an updated Mission statement. Adjuncts were asked for their input and to email Patti with any and all ideas. Patti will then send the results back to the group for final choice.
13. Core Courses – Fire Tech 101 through 105 up for curriculum review.
   - Updated SLOs from CFTDA in conjunction with CSFM - handout - Patti shared that these SLOs were developed by a Task Force from the Fire Tech Directors Association in November 2012. They were developed to complement the 2011 FESHE Model Curriculum. All of the COC Fire Tech courses require at least one SLO. Patti asked the members to go through the SLOs and provide input as to whether we will use all or part of the SLOs from CFTDA.
   - Course outlines – Fire tech 101 through 105 all need to be updated through the curriculum committee very quickly. Patti sent all adjuncts the pdf of the 2011 FESHE Model Curriculum as well as the link. Howard sent all the instructors copies of the current COC Fire Tech classes and their SLOs.
   - It is also noted that in the 2011 update, Principles of Fire and Emergency Services Safety and Survival has replaced hydraulics as part of the core curriculum.
   - Patti asked the adjuncts to go over the 2011 core curriculum and decide if this can be used to update our courses.

14. Fire Tech Department logo/patch – The CFTDA has an updated website and wants to showcase all the Fire Tech Programs throughout California. They asked all the different programs to submit pictures and their logo to the webmaster. The COC Fire Tech Program does not have a logo/patch. Craig Peltier offered to assist in developing a logo/patch for the program, Howard Kaplan also expressed interest. Howard will contact Craig.

15. Open Discussion:
   - The COC Security cell # 661-510-3882 – Valencia Campus
   - IT Challenges - no remote for the classroom Toshiba DVD player. Patti will send work order.
   - Vern is looking for shelving for the Fire Tech shed. Please let him know if you have any available. We will also ask facilities.
   - The clock in the back of the room has dead batteries. Patti will replace batteries.

Meeting adjourned at 1700, January 31, 2013

Respectfully submitted,

Patti Haley, Chair Fire Tech Department