English Department Meeting Agenda
February 14, 2012
1:00-2:15 p.m.
A211

Greetings ALL & Happy Valentine's DAY,

Here is our AGENDA for our 1 PM English Department Meeting on pressing Curriculum matters:

1. The ENGL 101W and 201W New Course Plan--Alonso and Committee Members

2. Plan for Online ENGL 101W and 201W that would go with online versions of these Englishes + Compliance Interface with DSPS--Angela

2. Discussion & Motions--JoAnn

3. Decisions about ALL OTHER COURSES that need Curriculum ACTION: JoAnn the following questions we need to answer are from Kenn:

A. ENGL 032. ENGL 034, ENGL 133, and LIT 019—shall we delete them from the curriculum? Then we can electronically vote on them as a division.

B. Update on progress with course revisions for ENGL 030, ENGL 035ABC, ENGL 103, ENGL 105, and the various LIT courses will be updated before the Feb. 21 deadline.

4. Adjournment

Minutes English Department Meeting

October 13, 2011 A211

Present: Michelle Bean, Marie Eckstrom, Juan Fernandez, Theresa Freije, Alonso Garcia, Edward Ibarra, Lily Isaac, Muata Kamdibe, John Marshall, Jim Matthis, Daniel Osman, Mary Ann Pacheco, Kenn Pierson, Beverly Reilly, Angela Rhodes, Barbara Salazar, Lorraine Sfeir, JoAnn Springer, Dana Vazquez, Ralph Velazquez
Special Guests: Jennifer Fernandez, Song Le Graham
English Department Coordinator JoAnn Springer called the meeting to order at 1:00 p.m.

New Business: Alternate Pathway to GE Requirements and English 101

Counselors Jennifer Fernandez and Song Le Graham introduced the department to a "duplication problem": Students who take at other institutions Freshman Composition courses that do not have clearly labeled "research" components are then required to take English 101 at Rio Hondo. The Counseling Department requested of the English faculty an amendment to the graduation requirements:

Students earning a "C" or better in College Composition courses from regionally accredited U.S. colleges and universities shall fulfill the written expression requirement for RHC general education.

The discussion involved questions about the fairness of having two sets of requirements, statewide numbering changes, writing workshop issues, transfer model curriculum.

After examining sample transcripts and catalogue descriptions from other colleges**, motion (Marshall/Rhodes)** to accept the Counseling department's amendment **passed** (15 aye/1 nay/1 abstension).

The motion will be forwarded to the Academic Senate.

How We Use Our Meetings

Frustration was expressed regarding how little time the department has for full discussion of issues. We will plan for an extended meeting during the January FLEX schedule.

Degree SLOs

Discussion involved what sort of mechanism the department could use to assess the SLO in the spring.

Assessment

Mary Ann Pacheco distributed data for English 30, 35, 101 and ESL 197, 198 courses for the last three semesters. Faculty members were asked to analyze the data and consider the reasons for the trend represented.

Writing Center

Ralph Velazquez explained the procedure for returning activity logs to students. We are considering some scheduling software that would allow students to make appointments in advance.

English Department May 11, 2010 Meeting

Present: Tom Callinan, Celeste Candida, Gail Chabran, Marie Eckstrom, Theresa Freije, Alonso Garcia, Edward Ibarra, Muata Kamdibe, John Marshall, Jim Matthis, Lynnette Nyaggah, Daniel Osman, Mary Ann Pacheco, Beverly Reilly, Barbara Salazar, JoAnn Springer, and Ralph Velaquez

JoAnn called the meeting to order at 1:03 p.m. She mentioned that Kenn said the English faculty was responsible for any decisions made today, and that they did not have to look outside the English Department when doing this.

I- Coordinators for 2010-2011

- There are three coordinator positions open; each carries a two-year term. Assessment Coordinator is Mary Ann Pacheco; English Coordinator is JoAnn Springer; Writing Center Coordinator is Theresa Freije. JoAnn asked faculty what they wanted to do: nominate new people for these positions or reconfirm for another two year position. Mary Ann said that she would like to continue on as Assessment Coordinator; Theresa, who took over from Gail, is in the middle of a term, and JoAnn's term will be up in January. It was decided to put all the terms onto the same schedule. Mary Ann, Theresa, and JoAnn were reconfirmed until May 2011 (or earlier in the Spring, for Fall scheduling purposes).

II- Curriculum Business (Edward Ibarra)

- ENGL 126 (Languages of the World) was accepted for placement on the IGETC (area 3B) general education course list. ENGL 131 (Creative Writing) was rejected for IGETC, as creative writing courses are categorically excluded from area 3B; however, ENGL 131 remains on the general education course list for the Rio Hondo AA/AS degree.
- The curriculum committee wanted clarification about English requirements for an AA/AS Rio Hondo degree. Currently, although not explicitly stated in the catalog, ENGL 101 with a grade of "D" or better is considered passing, as is credit for ESL 198. However,

ESL 198 is equivalent to ENGL 035 rather than ENGL 101. Faculty discussed the pros and cons of keeping this requirement "as is" or making changes to the current "D" standard for proficiency. Faculty (including some ESL teachers) also vigorously discussed the wisdom of maintaining the current two-track system (ENGL 101 or ESL 198). Faculty noted that there are sections of ENGL 101 designed specifically for the ESL student population.

- **MOTION 1: John Marshall** moved that for an AA/AS degree at Rio Hondo College, competence in written expression (Area 1, section B, Roman numeral I of the current RHC general education requirements) may only be met by earning a grade of "C" or better in ENGL 101. **Beverly Reilly** seconded the motion. The motion passed with Gail Chabran abstaining.

III- Writing Center Update (Theresa Freije)

- Thanked Muata and Jim for their writing workshops.
- Judy from the Library is still conducting the MLA workshops
- The attendance computer in the Writing Center will possibly be up for summer; if not by fall.
- Took a vote on implementing CompClass for ENG 101 and ENG 201 starting fall semester.
- **MOTION 3: John Marshall** moved that CompClass be an online component to ENG 101 and 201 as a pilot program for the academic years 2010 to 2012. **JoAnn Springer** seconded the motion. The motion passed unanimously.

IV- SLO Update (Barbara Salazar)

- Mentioned that the English Department is doing pretty well inputting the data. Data from active classes need to be inputted this week. This data will be used for assessments. Assessments should be done by the time grades are due.

V- Accuplacer Status (Dr. Walter Jones)

- Kenn said that the turnaround time for student writing assessments is now high on the list

of criterion for any assessment instrument.

- Faculty members Marie, Muata and Barbara, took part in the Accuplacer program with their classes. The Accuplacer Program is Sentence Skills, a multiple choice editing program, and WritePlacer Plus. The English faculty needs to make a recommendation about Accuplacer. Reading is already using Accuplacer Reading Comp.
- Dr. Jones said that there is no mandate from the state on assessment tools used on community college campuses. A handout was passed out showing what Region 8 colleges were using as assessment tools.. He also mentioned that with the implementation of ACCESS RIO the scores cannot be uploaded from Rio's current assessment system. Accuplacer would solve this timing glitch and capture student registration soon after their assessment testing, on the same campus visit.
- Discussion centered on the fairness of this system; whether our students would do well on the Sentence Skills test; and scientific data on student results.
- **The faculty developed four options to vote on:**
    1. **Continue with the status quo—timed writing scored by faculty--realizing that on July 1 revalidation needs to begin.**
    2. **Begin a pilot program using Sentence Skills as a primary assessment. An experimental group would use the old system in addition to Sentence Skills.**
    3. **Begin a pilot program using Sentence Skills simultaneously with a current writing sample (status quo) in the first days of instruction.**
    4. **Begin a pilot program using Sentence Skills as a primary assessment and WritePlacer as a tool for student challenges.**

Faculty wants the analysis of the scores from the three classes that took these tests. Tim Nguyen is working on compiling these, and will have them finished in a week's time.
It was decided that the options and survey results would be sent by e-mail; then faculty would vote by email for the option of their choice. The point was made that decisions about cut scores would have to be made during the summer and be ready by fall for Options 2, 3, and 4. The point was also made that revalidation would have to begin this summer, if Option 1 is chosen.

The meeting closed at 2:21, with the announcement that data from Tim's compilation & analysis would be sent out as soon as it was available. The options would be voted on my email before the semester was over.

Rio Hondo College
Division of Communications and Languages, Department of English

Roundtable: "Let's 'Confer'ence!"

September 2, 2010
1:00-2:15pm

Present: *Tom Callinan, Gail Chabran, Holly Cohenour, Jennifer Dunn, Carmen Fried, Alonso Garcia, Lily Isaac, Jim Matthis, Daniel Osman, MaryAnn Pacheco, Kenn Pierson, Beverly Reilly, Angela Rhodes, Lorraine Sfeir, JoAnn Springer, Dana Vazquez, Ralph Velazquez*
Performance: Gail Chabran and Alonso Garcia: "Good" v. "Bad" Conferencing

- Tom feels that the nature of conferences shifted when The Writing Center moved into the LRC. He spends much of his time working on pre-writing and audience. Also, he tries to put suggestions on paper, rather than simply verbalizing feedback.
- Angela suggested that we have "How-to" handouts available, like we used to have on the 5th floor of the Library.
- Dana suggested we direct English 035 students to MyWritingLab lessons if they need additional help, as it contains an extensive prewriting section.
- Jennifer asked if we could hire more instructors at the end of the semester when there is greater demand for conferences. Kenn said he would take that into consideration.
- Beverly said that she requires all her students to type up their work prior to receiving a conference. This eliminates some of the spelling/grammar errors, and allows her to focus on content.
- JoAnn stated that she spends about 30 seconds establishing a rapport with the student. She also takes the line of students into consideration when determining what to focus on during the conference.
- MaryAnn said she spends much time helping students understand the assignment and establishing a plan for the essay.
- Ralph suggested that students may not be aware of what to expect of conferences and recommended posting clearer guidelines.
- Beverly reminded us that the students used to have to fill out forms prior to having conferences, which asked to students to list their expectations of the conferences and an account of what was discussed during the conference.
- Tom said that he has students share their conference/lab experiences in class.
- Kenn said he is advocating separating English 101 and 201 labs from the classes much like English 30/35 labs. The lab classes could be worth ½ or 1 unit. Curriculum forms would need to be developed for both the 101 and the 201 lab classes.
- Kenn encouraged lab instructors to be professional and never diminish other instructors or their assignments.

Meeting adjourned 2:15pm
Prepared by Lorraine Sfeir

RIO HONDO COLLEGE
TECHNOLOGY DIVISION

AMERICAN HONDA PACT PROGRAM
ADVISORY COMMITTEE MEETING

Thursday, December 4, 2008
11:30 am – 1:00 pm
Room T-110

AGENDA

I. Call to Order
   A. Welcome and Introductions

II. Review of March 13, 2008 Minutes
   A. Approval

III. Program Up-Date
   A. Curriculum
      1. Student assessment
      2. Student tracking
   B. PACT Changes (Briefing from Steve and Brandon et.al.)
      1. FTP software requirements
      2. Core dynamics and curriculum updates
      3. Honda administrative changes as of fall 2008
   C. Enrollment status and projections
   D. Recruiting strategies

IV. Automotive Program (Remodel)
   A. Building progress up-dates
   B. Rio Hondo new tool and equipment purchases

V. Discussion
   A. Proposed modifications to 8 week block scheduling
   B. Employability of students
   C. Employee retention

VI. Recommendations of Committee Based on Discussion

VII. Future Meeting Date – April 16, 2009

VIII. Adjournment

RIO HONDO COLLEGE
TECHNOLOGY DIVISION

AMERICAN HONDA PACT PROGRAM
ADVISORY COMMITTEE MEETING

Thursday, July 12, 2007
11:30 am – 1:00 pm
Room T-112C

AGENDA

I. Call to Order
   A. Welcome and Introductions

II. Review of December 19, 2006 Minutes
   A. Approval

III. Program Up-Date
   A. Curriculum
   B. SP2/OSHA
   C. Enrollment
   D. Job Placement

IV. Discussion
   A. DPTS Numbers
   B. NATEF

V. Automotive Program (Remodel)

VI. Recommendations of Committee Based on Discussion

VII. Future Meeting Date

VIII. Adjournment

IX. Facility Tour (Optional)

RIO HONDO COLLEGE
TECHNOLOGY DIVISION

AMERICAN HONDA PACT PROGRAM
ADVISORY COMMITTEE MEETING

Thursday, March 13, 2008
11:30 am – 1:00 pm
Room T-112C

AGENDA

I. Call to Order
   A. Welcome and Introductions

II. Review of November 15, 2007 Minutes
   A. Approval

III. Program Up-Date
   A. Curriculum
   B. Corporate Liaison
   C. Enrollment
   D. Recruitment: Future Plans

IV. Discussion
   A. Student Resumes and Experience

V. Automotive Program (Remodel)
   A. Storage Issues

VI. Recommendations of Committee Based on Discussion

VII. Future Meeting Date – October 16, 2008

VIII. Adjournment

RIO HONDO COLLEGE
TECHNOLOGY DIVISION

AMERICAN HONDA PACT PROGRAM
ADVISORY COMMITTEE MEETING

Thursday, November 15, 2007
11:30 am – 1:00 pm
Room T-112C

AGENDA

I. Call to Order
   A. Welcome and Introductions

II. Review of July 12, 2007 Minutes
   A. Approval

III. Program Up-Date
   A. Curriculum
   B. SP2/OSHA
   C. Enrollment
   D. Job Market

IV. Discussion
   A. NATEF
   B. Placement of Students

V. Automotive Program (Remodel)

VI. Recommendations of Committee Based on Discussion

VII. Future Meeting Date – June 26, 2008

VIII. Adjournment

RIO HONDO COLLEGE
TECHNOLOGY DIVISION

AMERICAN HONDA PACT PROGRAM
ADVISORY COMMITTEE MEETING

Tuesday, July 14, 2009
10:00 am – 11:00 pm
Conference Call Room T-123

AGENDA

I. Call to Order
   A. Welcome and Introductions

II. Review of December 4, 2008 Minutes
   A. Approval

III. Program Up-Date
   A. PACT 07 graduates
   B. Curriculum & Class Rescheduling
      1. Student assessment
      2. Student tracking
      3. Employability
   C. PACT Changes (Briefing from Steve and Brandon et.al.)
      1. Express Service & MLR
      2. Core dynamics and curriculum updates
      3. Job Bank
   D. Enrollment status and projections
   E. Recruiting strategies

IV. Automotive Program (Remodel)
   A. Building progress up-dates
   B. Rio Hondo new tool and equipment purchases
   C. Budget

V. Discussion
   A. Dealer involvement and participation
   B. Employee retention

VI. Recommendations from Committee

VII. Future Meeting Date October 21, 2009

VIII. Adjournment