**LAD Meeting—September 29, 2017**

Present: Ann Marie Wagstaff, Kathryn Benander, Chris Ebert (Librarian), Elizabeth Buchanan, Connie Gutierrez, Joy Lawrence, Fawn Livesey, Rachel Tatro-Duarte, Catherine Hodges, Clara Hodges

Note Taker: Clara Hodges

I. Discussion Topic—Facilitator: Kathryn Benander

* Robust discussion concerning students and reading; Catherine volunteered to be discussion facilitator for October 13th  meeting

II. Reports from the Division Members

Senior Day—October 11th

* Joy attended Senior Day meeting and reported that LAD will have a table in front of the library and will hold seminars in TI3. Seminar title: “Literature for Life.” Much like last year, faculty not at the seminar will distribute books, brochures, and flyers at LAD table

Senate

* Kathryn reported that Senate Executive Committee is drafting an attendance leniency policy

Curriculum

* Connie, Kathryn, and Ann Marie attended curriculum meeting Friday AM. Kathryn is proposing that 120 (Literary Genres and Analysis) be parallel to 101B. Ann Marie is curriculum rep but Bulmaro Cisneros is attending w/Ann Marie and might be phased in

SLO

* Elizabeth getting trained. In the next few weeks we will know which ENGL classes will be up for assessment

Basic Skills

* Looking for ideas to spend money!

Student Success and Equity—DACA

* Proteus lawyer offering pro-bono DACA assistance once a week; bring him to campus? FERPA training may be coming up. Discussion of creating a DACA Support Committee through ASPC. Chris suggested we use the library display cases to display information regarding DACA/immigration

90th Anniversary

* Library and LAD (Fawn and Joy!) have created at least 3 baskets for the auction

CHAP

Other

* Strategic planning: agreement to add SLO cycle to the end of program review

III. Chair’s Report

October 27 meeting

* Ann Marie cannot attend, but we’ll stick to the schedule

Adjunct Evaluations

* Distributed to tenured faculty

Spring Schedule

* Might need to add more sections

Hallway Door Lock Timing

* Resolved! Agreed to 6pm lock time for outside door to LRC hallway offices

Library Books

* Give book list to Chris.

Program Review Homework for October 13th Meeting

* Ann Marie to send out goals; read, evaluate, and come up with suggestions for new goals at next meeting

Committee Assignments (SLO, Distance Education, IT)

* Elizabeth on SLO, Joy on Distance Education, Elizabeth and Chris on IT

IV. Dual Enrollment Multiple Measures Proposal

* Looked at “at grade level” addition

V. Basic Skills Education Advisor—General Expectations

* Kailani to hire an advisor in this area; as a division, can we come up with expectations for the position? Email suggestions to Ann Marie

VI. Lending Library

* Chris and Reagan would like list of frequently used textbooks/readers from LAD to start building lending library

VII. Spring Semester LAD Memo to Counselors

* Division should compile concerns into a memo for the spring semester; email concerns to Ann Marie

Adjourned at 12:05