LAD Meeting Minutes

12 January 2018

Flex Day

Present: Ann Marie Wagstaff, Kathryn Benander, Melissa Black, Chris Ebert, Elizabeth Buchanan, Connie Gutierrez, Reagen Dozier, Joy Lawrence, Rachel Tatro-Duarte, Catherine Hodges

Note-taker: Catherine Hodges

**Division Updates**

**Melissa Black**: Writing mentors—recruiting; desperately in need of new mentors as two returning mentors are on probation, so please send qualified students!

**Connie**: ATD/Student Success committee; waiting for Spanish transfer degree approval; attending Spanish/ESL Community College Language Forum meeting in NY (Bulmaro, Connie, Reagen) in May; CHAP event with Jay Hargis: Sor Juana de la Cruz, 3/14.

**Rachel**: Building Bridges committee with Elizabeth; CSUB study abroad connection; *Caliope* and *Orpheus* student literary journals at CSUB—encourage PC students to submit.

**Joy**: Basic Skills, Accred Standard I, Scholarship committees.

**Elizabeth**: LRC Work Group, IT, Building Bridges, Basic Skills committees; CRLA Tutor Certificate application submitted; conference for writing centers in San Diego.

**Reagen**: Bulmaro and Connie to NY, Elizabeth and LC techs to San Diego, Basic Skills Collaboration Workshop with high schools, acceleration training just held; does anybody want to attend CAP conference March 8-10? Contact Reagen.

**Chris**: Starting lending library for ESL students; calculator rental also moved to library; next set: language arts books. Give Reagen ideas for titles. Let Chris know re any new lit circle books. Faculty books on reserve—add (or remove those no longer in use). Offer of orientation for classes.

**Catherine**: Curriculum and Strategic Planning committees; AWP conference in Tampa in March; Porterville Summer Writing Academy; National Poetry Month weekly events (Dixie Salazar 4/6, PIYP 4/26); accreditation report editing

**Kathryn:** Academic Senate VP and ad hoc committees

**Chair’s Update**

ESL certificates have been approved by State Chancellor’s Office; now PC will be funded for non-credit classes.

 Position announcements for ESL and English are coming soon; we will need committees. Connie on ESL; Elizabeth and Kathryn on English.

Schedules: Spring--everything is full at transfer level; some basic skills classes are low-enrolled and may be cut; Fall 2018 schedule has been turned in; Spring 2019 due at the beginning of Feb.

With smaller spring schedules, concern re impact on adjuncts; also difficult for adjuncts with new unit counts in new courses.

Program review due at the beginning of Feb., but we need more time to grapple with the changes and new realities. Will complete for April.

We need a meeting addressing just Eng. issues prior to completing program review. AMW proposes a one-to-two-day summit with an outside facilitator and knows of good facilitators through IBB experiences. Working with Reagen to fund etc.

Need another long-ish meeting to complete the program review.

Need to complete program level SLO work that we started last semester.—26 Jan. (all LAD faculty), tentatively 10:00-2:00

We need an SLO rep, and we must resume the SLO cycle! Melissa Long needs somebody to train, even if they can’t attend the SLO meetings this semester.

Curriculum: transition to Elumen; Catherine will ascertain which CORs are up for review this semester.

On syllabi, SLOs and course description MUST match COR.

Submit syllabi to Miranda.

Graphics—photocopying: there will be a system for tracking numbers of copies.

Spring meetings: 1/26, 2/23, 3/16, 4/13, 5/4 (?) starting at 10:00, ending times TBA

For summit, Ann Marie will send out email requesting Fri and Sat availability.

Need to start thinking about life in the LAD after Ann Marie steps down as division chair.