Language Arts Department Meeting  
Friday, August 28, 2015

Robert Barclay, Annette Priesman, Jeannine Buckley, Susan St. John, Jenny Webster, Lance Uyeda, Takyin Ideta, Tiff Holland, Linda Shkreli, Desi Poteet, Tim Cubero, Laurie Tomchak, Kim Bassford, Audrey Badua, Akiko Swan

Guest: Jan Lubin

A. Meeting opened at 11:37 am

B. Approval of Last Department Meeting Minutes

Motion to approve the last department minutes submitted by Lance; Seconded by Audrey. Motion passes via voce.

C. Committee Reports

I. Academic Affairs Advisory Council (Robert)
   Has not yet met

II. IEC (Robert)
    Has not yet met

III. Planning and Budget Council (Robert)
    Has not yet met

IV. Curriculum (Lance)
    Has invited any member of Language Arts to be a voting member of the Curriculum Committee

V. Faculty Senate (Jenny)
    Has not met yet

VI. Master Plan Advisory Committee (Lance)
    Child care program – Learning to Grow is now in Alaka‘i 101

VII. Foundations Board (Annette)
    The board may not continue since we have to do what Manoa tells us anyways. We’ll know more in the near future.

D. Old Business

1) Manaleo Furniture

   We have cushions in green and red for the patio furniture. We will have new
chairs and tables in 126, 125 & 117 today.

2) We might consider purchasing a mat for the Manaleo entrance. Likewise, we are looking to find someone who can create artwork for the walls in the Manaleo lounge.

3) We need to staff the lounge, and we can hire a student aid for up to five hours a week. Robert spoke with Sharon in Service Learning and she said we could possibly find a way to staff the room that way. Robert would like to get the Manaleo Lounge up and running this semester, so we need someone who is willing to form an elite subcommittee to organize bodies to staff the lounge and get students and SIs to start using it. We are looking for signs, mats or any other means to make it available to students. Options: Peer Mentoring, Alex Parisky can buy software that we need.

   a) The Elite Subcommittee is made up of:
      Susan St. John (aesthetics specialist), Jenny Webster, Lance Uyeda, Jeannine Buckley and Robert Barclay
   b) Budget is about $2500

E. New Business

1) Assessments
Jan announced that it’s best to assess classes in their first go-around rather than waiting a year.

Also, English 100 is affiliated with all studies; thus, she requests that English is assessed as it coincides for multiple degree programs offered at Windward. Windward is currently on “enhanced monitoring” because we have yet to assess all of our degree programs.

1. Gen Ed/AA
2. HI Studies/AA
3. Natural Sciences/AA
4. Agripharmtech/CA
5. Vet Assisting/CA

Instructors are asked to review the assessment form by Sept. 11th for redundancies and things that don’t make sense. Instructors are asked to please communicate these insights and any ideas for improving the form to Jan and Robert.

We are also asked to assess every section of English 100 this semester. Each individual degree program will have its own form; however, each class doesn’t necessarily need to have its own form.

*Jan asks that we please keep in mind that the purpose of these assessments is to get instructors talking to each other about what they’re doing.
There will be a revised assessment form in the future, and then there will be an upcoming focus group to discuss the new assessment tool. These start September 11th.

In the future, the IEC, Curriculum Committee and Office of Academic Affairs will begin examining currency, which includes classes that haven’t been taught, programs and degrees that have not had a graduated, and all course SLOs.

In regards to online courses, instructors are asked to assess them separate from face-to-face courses.

2) Peer Evaluations

- Tiff Holland will be peer evaluated by Robert Barclay
- Takyin Ideta will be peer evaluated by Jenny Webster
- Kim Bassford will be evaluated by Lance Uyeda (swap)

3) Department Goals

I. Get Manaleo Lounge up and running and available to students.
II. Dress up the Journalism hallway
III. Improve (cheer up) all Language Arts learning environments (classrooms, hallways, and other Language Arts locations).
IV. Kim is proposing a Video Journalism Course
V. Audrey is proposing an Argumentation Class and an Organizational Communication Course
VI. Explore the possibility of hybrid courses.
VII. Updating Speech SLOs
VIII. Come up with an English 100 assessment
IX. Continuously Trying to Integrate Creative Media into
X. Continue partnership with the high schools
XI. Explore learning communities with other departments
XII. Innovating remedial courses
XIII. Janine Oshiro’s position needs to be filled
XIV. Libby emeritus status

4) Future of Remedial English

Jenny announced that the Student Success Task Force has been created to
restructure the English pipeline so that by Fall 2016, there will be only one remedial course. Essentially, the goal is to make it possible for all newly enrolled students to complete college-level English within one year (two semesters). While Jenny missed two meetings of the task force and English sub-group over the summer, she will be able to inform the department of future developments after the next sub-committee meeting on Monday, August 31.

5) **Spring Schedule**

Everyone is instructed to examine the Spring 2016 schedule of classes and room numbers, and if someone wishes to switch classes, email Robert with clear instructions on the switch by Monday, August 31.

6) **Out Loud Events**

Susan St. John, Lance Uyeda and Jenny Webster have volunteered to be the elite sub-committee that organizes Out Loud events on campus. This semester, in coordination with Banned Books Week, the library has enthusiastically welcomed us to do out Out Loud event in September. Thus, on September 23, 2015 from 4:00 pm—5:00 pm (ish) in the library atrium, we will host a Banned Books Virtual Reading event. Students, instructors and the general public are invited to do a reading (3 minutes or less) of a banned or challenged book in the library that can be filmed and added to Banned Books Week YouTube channel. Since we usually do one event per semester, while Robert suggested we do a spooky themed one for Halloween, the elite sub-committee thinks this might be a great idea to be saved for Fall 2016.

7) **Poetry Slam Coordinator**

Tiff Holland has volunteered to be the Language Arts coordinator for the poetry club meeting on campus. Jenny will put her in touch with Ashley Shankles.

8) **MJ’s Fundraiser for Vet Tech**

Desi suggested that we continue working toward our goal to work with Vet Tech establish an endowment for the Vet Tech program.
9) **Journalism Lab Needs Students**

The Journalism lab needs currently has three students registered and a few volunteers. Thus, the paper is going to be eight pages rather than 12. Students and instructors are invited to write special stories that they would like included in the paper. Kim is also interested in including student assignments that might be awesome and relevant to everyone on campus. The journalism class could be a great fit for any students who are interested in photograph, art and design.

10) **Libby’s Emeritus Status**

Motion to approve Libby’s Emeritus Status submitted by Desi; Seconded by Annette. Motion passes via voce.

11) **Audrey’s New Speech Class and Events**

The Language Arts Department supports these following two proposals:

I. Argumentation is designed to help debate team members to get credit for their work thought it will be open to all students.

II. Organizational Communication Course.

12) **The Speech Position**

Robert announced that he’ll look into getting the new speech position back at the top of the PBC list.

13) **Concern over the cancellation of low-enrolled classes**

Robert explained that the admin will let a class continue if it has ten students on August 4th because it is likely to gain more students and then be able to pay for itself. Robert admitted that he stalled as long as he could in keeping under-enrolled classes on the books, but due to the stall and overall low-enrollment, we have a number of classes now that are not paying for themselves.

F. **Announcements**

1. Annette announced that students can now make appointments with the Writing Center through MySuccess. They may also make appointments for the Math Lab and the Speech Lab. Walk-ins are still welcome.

2. Annette announced that she won an award for her glass in the El Dorado
Country Fair over the summer. Robert asked her to take a photo of it for the school paper.

3) The Pueo is accepting poetry, short stories, artwork and more. The due date is October 31, 2015.

4) Lance announced that the City and County is looking for volunteers to teach grammar and short memo writing workshops. If anyone is interested, please contact him.

5) Susan announced that the second Captain Complete module is ready to go and available on the library website. The first module records scores, but the instructor will need to email Susan to get added into the system. The second does not collect scores.

6) Audrey announced that September 10th is the first debate workshop in 101-105 Akoakoa. Guest speakers will be here 5:30-7:30 pm. The workshop is open to anyone. On October 10, 2015, the speech and debate tournament will be held on WCC campus. Audrey and Linda are trying to expand it, so there will be a “speech experience” section along with the formal debate.

7) Audrey also announced that the internationalization committee’s theme this year is “sustainability”, and all are invited to get involved in the committee. See Audrey for more information.

8) Desi announced that she will be representing WCC and presenting RAD with colleagues from sister UHCC colleges at the College Reading and Learning Association's 48th Annual Conference being held in Portland, OR in November.