Agenda
Language Arts Department Meeting
Friday, Jan 15, 2016. 11:30 a.m. Manaleo 111

Present: Robert Barclay (chair), Jeannine Buckley, Kim Bassford, Audrey Badua, Linda Shkreli, Annette Priesman, Jenny Webster, Lance Uyeda, Desi Poteet, Susan St. John (minutes)

A. Last Department Meeting Minutes: All Approve.

B. Committee Reports
   1) Academic Affairs Advisory Council (Robert)
      ● Feb. 23rd: last day for changes for catalog.
      ● Summer classes: Three faculty members responded—all requested online classes. The department still needs face to face instructors.
      ● January 25th: Robert can start inputting fall classes. Send him your preferred schedule for fall. Audrey will handle schedules for speech classes. Low enrollment (we are 10% down) may impact your schedule.
      ● Hiring committee for new English position: Ardis Eschenburg has approved the position. Susan St. John is chair.
      ● New Speech position is also approved—Robert Barclay will try to get it in place for fall.
      ● Board of Regents suggests that we are underutilizing campus with our four day class schedule instead of a five day schedule. Department agrees that need the Friday meeting day.

   2) IEC (Robert)—meeting later today

   3) Planning and Budget Council (Robert)—meeting soon; they haven’t met yet.
      We requested tutor and furniture funding.

   4) CCAAC (Lance)
      All requests went through. They are:
      New Course: ANSC 153, Companion Animal Nursing and Nutrition
      https://windward.hawaii.edu/discussions/2015/Curriculum-ANSC153
      Pre-Requisite Changes in Veterinary Assisting and Technology Programs
      https://windward.hawaii.edu/discussions/2015/Curriculum-ANSC_Pre-Requisite_Changes/  
      https://windward.hawaii.edu/discussions/2015/Curriculum-ANSC_Pre-Requisite_Changes/Curriculum_Pre-RequisiteChangesInVeterinaryAssistingAndTechnologyPrograms.pdf
      These prerequisite changes will provide continuity and allow program adjustment if a course must be offered in a different semester. See the following for current pre-requisites and co-requisites:
      https://windward.hawaii.edu/discussions/2015/Curriculum-ANSC_Pre-Requisite_Changes/Pre-Reqs_Attachment.pdf
      ENG 100, Composition (Prerequisite change)
      https://windward.hawaii.edu/discussions/2015/Curriculum-ENG100/
      https://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=100
      New Course: ENG 100X, Directed Support
      https://windward.hawaii.edu/discussions/2015/Curriculum-ENG100X/
      https://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=100X
Deactivations

Deactivation: ENG 22, Introduction to Composition
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG22/

Deactivation: ENG 21, Intermediate Reading
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG21
https://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=21

Deactivation: ENG 20, Reading and Writing Essentials
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG20

Deactivation: ENG 19, Writing Essentials
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG19

Deactivation: ENG 18, Reading Essentials
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG18
https://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=18

Deactivation: ENG 8, Reading and Writing Fundamentals
https://windward.hawaii.edu/discussions/2015/Curriculum-ENG8
https://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=8

Regarding Ardis’ email on Prerequisites:
- Eng 100x does not need to be added as it is a supplemental class.
- English 102—we will cut this as we have not offered it.
- LSK 110—we will cut.
- Eng 22 will be deactivated, but will remain as a prerequisite.
- 271, 270, 272—our introductory literature classes.

5) Faculty Senate (Jenny)
- Paperless contract renewals in discussion. Department agrees that this would be a good change.
- In next five years, WCC may be changing accreditation organization.

6) Master Plan Advisory Committee (Lance)
- Did not meet.

C. Old Business
- Last semester’s Assessments need to be completed so we can do new assessments.
- Desi reported that we have raised $6000+ for the Cat Castle to honor MJ Lewis. She thanked everyone for their support on this effort.

D. New Business
1) Ben Moffat on Arts Festival. Ben’s contact email: ben517@hotmail.com
   - Arts Festival will be on April 2nd, 10a.m. to 4p.m.
   - The department agrees to do the Language Arts Oasis in Manaleo again this year.
   - Desi Poteet will be the point person for Ben to contact.
Ben relayed what worked well last year: Quiet room for mothers and children, poetry tree, lounge chairs.
- Book sale: Audrey Badua requested more children books.
- Children’s poetry writing: Susan St. John will do this activity again.
- Poetry Out Loud on that day.
- Ben Moffat suggested that we talk to Ashley Shankles about conducting a poetry slam.
- Tom Holowach will probably MC again. Ask him to announce Manaleo events.
- Ben Moffat said the arts and crafts booths can be moved into the breezeway.
- Desi Poteet’s workshops can be in Palanakila--might get more traffic there. However, it competes again the band noise.

2) Jan Lubin on new assessment forms.
- New form is not yet live--waiting for those to finish theirs from Fall 2015.
- Robert Barclay urges those who are delinquent to complete their assessment.
- Changes in new assessment:
  - The program will be associated with the class.
  - Those who are doing assessment this term will be doing the Gen Ed: all Hawaiian classes, Speech 181 and 231, etc.
  - Have 75 minutes to finish the form, and then it will terminate without saving.
  - For accreditation, just one SLO is needed. You can do more than one SLO, but you need to use multiple forms, or you upload a matrix and indicate which SLOs you are addressing.
  - Program/Degree will always be Gen/Ed.
  - Assessments will be valid for 5 years.
  - Establish a connection between Program Learning Outcome and task.
  - Matrix for Course/Program SLO Alignment is now embedded in form.
  - Send Jan Lubin any corrections, and she’ll make them.
  - Be sure to fill in the Academic Support (writing lab, etc), as the count is used to determine funding and hours.
  - The program will calculate the percentage of those passing if you input the number of students who passed.
  - The analysis of the course SLO cannot be the same as the analysis of the program SLO.
- Summary of Differences:
  - Matrixes are embedded.
  - Looking at it at two different views: program and course perspectives.
  - You now have two rubrics: Gen Ed rubric and course rubric.
  - This semester’s assessments: ENG 200, ENG 204C, HAW 202, JOURN 250 instead of JOURN 285V (too few students in 285V for a valid assessment), JPN 108, SP 231, SP 281.
  - We now assess courses which are in its first term.
  - Linda Shkreli pointed out that Sp 181 has been already assessed in the fall.

3) Creation of Dev Ed planning agenda to be ready for next semester (We need to set a discipline meeting day and time).
● We will be cutting Eng 22 and Eng 20 from the classes offered.
● Regarding Eng 100x: We need to get faculty prepared.
● There is funding for student coaches---we need to learn how to use them.
● Robert suggested having a written handbook that we could hand to new lecturers that might need to teach the new 100X course. Included in this handbook should be what each instructor needs to do, including how to find his or her own student coaches.
● Jenny Webster: Suggests that we meet every few weeks to share ideas for dev ed. Meeting time: on Fridays. Jenny will send out an email to find a time.

4) Course currency list.
   English 204c--keep.
   English 102--cut.

5) Establish a literature discipline meeting day and time.
   We need to update the types of assignments to make it more engaging and relevant.
   Robert mentioned an assignment from Jenny Webster: Thug Notes is an example of a fun, alternative assignment to the standard literary analysis.
   For our next meeting, please create an assignment that is creative and WI.

6) Kahuku polycom program - Susan will continue offering this course.
   Akoakoa 113 will be set up as a Polycom class.

   At the end of the semester, make a list of furniture and tech suggestions for Woody.

7) Changes to English 280.
   Changed to Pueo from Rainbird.
   POD allows students to create their own book, upload and sell it on Amazon.
   For example, Ashley Shankles will have her own book of poetry under Pueo Press.
   Robert Barclay will advertise the book making option through Ka 'Ohana and his syllabus, and will add into catalog description.
   Pueo launch party will be in Paliku Theater, and will be in formal dress.

8) Rolling Whiteboards: Ardis Eschenberg has funding.
   Alternatives to whiteboard: chart paper, Ladybug projector.

9) Dev Ed Phone Interview with non-profit organization. Jenny and Lance volunteer to be interviewed.

E. Announcements
2. Throw Away Competition: weigh your excess baggage and see who has discarded the most waste in the last semester/year. At the end of the term we’ll take that person out to lunch.
3. Akoakoa parking lot does not have security cameras - park somewhere else (Annette’s new car was bashed and scratched by a white truck).
4. Jeannine Buckley suggests that art work from Glenn Freitas can be duplicated in the
Media Center to be put up in Manaleo.

5. Tiana Aveiro is our new L.A. Department Aide. She will do her hours in Manaleo Lounge from 1-3p.m. Monday to Thursday.