

**Minutes of
DEVW Department
End of Semester Meeting
HBC 223
April 24, 2009**

Chair, Stacey Thompson Stover convened the meeting and asked Patricia Dungan to report on improving faculty use of technology. Patricia proposed using Blackboard to post (for instructor access only) writing assignments, tests, lab activities and other classroom techniques for DEVW 1403 Writing Skills I. She will collect documents and ideas, make the postings, and ask for feedback at the fall (2009) DEVW meeting. We feel that this type of service will be very valuable especially for new-hire adjuncts. Possibly, Patricia will provide Blackboard training for DEVW faculty and others at the ACC Faculty Development Day in August 2009.

Stacey reminded us that the final drop day for this semester is Monday, April 27, 2009. She then presented the following departmental update:

Budget- the deadline for major purchases is May 14, 2009 and for office supplies August 24. Our hourly funds are holding out for the summer.

Bridge Program- has greatly expanded. Thanks to all who are staffing these classes. There is still one unstaffed section.

Highest Priority to Hire- As a new department we need to set standards for this distinction in hiring adjuncts. After some discussion we decided to require adjunct faculty who seek HPH to achieve a score of *excellent* or *very good* on their student evaluations and to attend at least four meetings/grading sessions per academic year.

Assistant Department Chair Positions for 2009-2010- were announced. These positions and individuals were listed in the agenda.

CCA Positions 2009-2010- were announced. These individuals were listed in the agenda. There is one correction as Caryn will be RVS coordinator for the fall and first session of the summer. We discussed this position and investigated what we are doing on each campus. Students who are coming to class and trying, but not succeeding, should be placed in the program. Those students should also be encouraged to continue attending their classes. This is NOT a program for students who are not coming to class or have already missed too many classes. FOW students can be placed in individualized tutoring session in the lab.

Dates for Future Meetings- We made some early decisions about meetings to help us plan for other events. (**Reminder:** grading sessions are for DEVW 1413 Writing Skills II classes only).

The calendar was set as follows:

August 18, 2009 (Tuesday)- 3:00-7:00 P.M. at HBC

Departmental Meeting followed by First of Semester meeting and calibration exercise

October 31, 2009 (Saturday)- 9:00 A.M.-12:00 P.M. at 4220

Midterm Grading Session (administer essay Oct.26-29)

November 20, 2009 (Friday)- 12:00-1:00 P.M. at NRG 4103

TENTATIVE Departmental meeting
December 5, 2009 (Saturday)- 9:00 A.M.- 12:00 P.M. at 4220
Exit Essay grading session.

Spring 2010

January 12, 2010 (Tuesday)- 3:00- 7:00 P.M. at HBC
Departmental meeting followed by First of Semester calibration exercise
April 3, 2010 (Saturday)- 9:00 A.M.-12:00 P.M. at ____? ____
Midterm grading session
April 16, 2010 (Friday)- 11:00 A.M.-12:30 P.M. at HBC
Tentative Departmental meeting
May 8, 2010 (Saturday)- 9:00 A.M.-? P.M. at ____? ____
Exit Essay grading session

We discussed the following concerns:

Textbook adoption Send additions to the textbook list to Stacey. We will take a look at the extended list in the fall. Patricia asked that we add *The Least You Should Know about English* to the list.

Consistency in Prompt Language We need to have consistent directions for students. We discussed the possibility of changing the term “multi-paragraph” to “a five paragraph essay,” the need to have a word count, and the wording of the question that leads to a thesis development. We decided the following:

- change the term “multiple paragraph essay” to “a five paragraph essay”
- have no stated word limit
- wordsmith the end of the prompt and make a decision at this semester’s grading session.

Essay Topics for 2009-2010 We discussed the topic list that Frank Cronin has prepared. He asked for feedback, particularly on the ACC topics that he and Joe Wiseman have developed. They are currently working on a topic that concerns ACC and daycare for students’ children. Please send success stories to Frank.

Reminder: Do not use the topics on the list for essay assignments! The discussion ranged from removing topics to inventing new ones. Frank will present the revised list to the membership via e-mail.

CYP/GED Summer Program Update- Frank reported that he is working with the CYP and Williamson County initiative to help those students who have earned a GED transition to college work. He is concerned that the students understand the rigors of college work. Perhaps DEWV and HUD departments will want to be a part of this program. Tina McGaughey reported that she had been involved with a project, GO College, which had also trained GED students for college and would be glad to be a resource.

Lab Hour Activities Frank reported on his concerns about the use of the lab hours and presented a list of activities that Patricia had shared with him. It is obvious that we can have an impact on the students' college experience with a thorough orientation.

Exit Testing Issues We discussed concerns that some of us shared after the last grading session. We need to be consistent and clear about what is marked especially in the Language Use section of the pass/fail scale. We need to mark every serious error and count each. We need to re-visit the moving of "awkward" from the "major" to "minor" error section. We certainly need to be more careful in our pre-grading of grammar. We agreed to have a grammar table at the exit session where at least two instructors will review and complete the Language Use sections on each essay.

Assessment and Advising Caryn Newburger reported that the A/A meeting for today had been cancelled; however, the DEWV department needed to review the TSI Waiver for Visiting Students in the Summer Sessions. We agreed that the document was clear and provided good guidelines. We also agreed with the TSI Waiver for personal enrichment.

Compass Score Change/ DEWV 1412 Caryn reported that the English department through Wendy Lym is helping us in our efforts to raise the cut-off score for students who score 5 + 59 on the Compass test. Although this would increase our course offerings (and decrease Composition's), both departments agree that it would be in the best interests of the students. In effect, we would be creating more learning communities at more campuses.

Caryn also reported on her efforts to start a pilot program for DEWV 1412, a special section of Writing Skills II for those students who have failed the Language Use section of the exit essay. Rather than take the three hour class again, these students would be eligible to take the two hour course focusing on their problem areas. At the end of fall 2010, we can help to identify candidates for this pilot (spring 2010) by indicating on our exit grade reports those students who failed the exit because of grammar problems.

Announcements:

Grammar finals- Frank had copies for those who needed them and reminded us to send our green Scantron answer sheets to him after testing.

Exit Essay Grading- Saturday, May 8, 2009 at NRG from 9:00-12:00

Graduation- Thursday, May 14, 2009

Attending: Stacey Thompson Stover, Brian Yansky, Caryn Newburger, Bill Martin, Patricia Dungan, Tina McGaughey, Joe Wiseman, Deanna Johnson, Laura Ore, Carrie Price-Nance, Kim Martinez, Jennifer Hamilton, and Frank Cronin

Laura Ore, Appointed Secretary