

Minutes

Friday, April 4, 2014

HBC 410

1:00-3:00 p.m.

Faculty absent: Patti Dungan, Donna McLemore, Irene Lee, Carrie Nance, Gretchen Polnac, Lorena Knight

Charlene Gill, College Transitions Program

Charlene Gill gave the department an overview of the Adult Education's College Transition program. Please refer to the below link for more information. If you have any suggestions, you can contact Charlene at 223.5122.

<http://www.austincc.edu/degrees-and-certificates/find-classes/college-skills-and-career-planning/transitions>.

Chair's Report

Stacey announced to the department that Laura Ore will be the new department chair effective this summer. She then recognized the new adjunct faculty representatives for 2014/2015:

- Ann Dillon
- Kendall Dingee
- Joy Hetherington
- Tina McGaughey
- Gene Browning
- Louella Tate

Stacey introduced the new INRW course, DEWV 0332: Writing and Reading Skills III. Reading is offering an INRW at a few campuses in fall, so we will hold off to see if these classes "make." Classes will be hard to make because of the tight prerequisite: Reading students must have a placement score of 350, and these are the same students who will be encouraged to enroll in our COMP 4.0 classes. Another reason we will hold off on offering DEWV 0332 is because there are so few full time faculty who can teach it. I have not heard back from the Administration regarding credentials for our COMP 4.0 faculty, but I will keep you posted. However, it was agreed that our department will continue to incorporate INRW techniques into all of our classes, so you are encouraged to attend some professional development training in this area. Furthermore, we don't need to offer a class since the College will be in compliance with the reading INRW course. However, should we need to offer a course, it will be on the books and available.

Stacey also announced that all faculty members are encouraged to attend at least one Cengage/ACC INRW workshops, especially since ACC is a partner in this endeavor. The workshop dates are below and are posted on our Bb site. Each workshop has its own deadline, so it's imperative that you work with Ra if you want to attend any or all of these. Please keep in mind that we are limited to around 8 faculty members at each workshop.

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- Friday, May 30th, **NOT May 23d**, Tyler
- Friday, September 19th, The Woodlands
- Friday, October 17th, DFW

Stacey also suggested that we continue offering 16 week WS1 offerings, first 8 week WS2 sections, and second 8 week WS3 sections at all new campuses. This approach seems to be what most colleges are doing across the state, and if we do the same, at least we can use our own numbers to determine what's best for our students.

She also informed faculty that the DEVW website will be under construction during the summer, but we will still have access. However, the navigation will change, and Patti needs feedback so please review the handout distributed at the meeting with the picture of the homepage and make suggestions for the blurb that will appear on the landing page. email Patti your suggestions no later than July 3: padungan@austinc.edu.

We thought about discussing the impact of the writing cut score, but this item will need to be a discussion item in the fall as we don't have enough data at this point.

Lastly, Stacey encouraged everyone to attend the next Great Teaching Retreat. It was well organized, well-attended, and well worth one's time.

Caryn

Caryn shared with the department multiple drafts of **AR4.04.006: D-4, Assessment, Placement, & Developmental Education**. One draft states that,

“Entering students can demonstrate college-level readiness, or satisfy skill codes in any of the following ways:

- Demonstrate successful completion of the TSI requirement through institutional assessment of college readiness.”

This statement means that a counselor or advisor could determine if a student is TSI complete in writing. The department unanimously believes that faculty and only faculty should make academic decisions. Thus, Caryn will share our position with the Assessment and Advising committee and report back to us.

Caryn also proposed that students be given an opportunity to use note cards on the final departmental essay. A few faculty are already using note cards for the midterms, and they believe note cards are a good tool for our students. Other faculty disagreed and thought that note cards could be a hindrance to our students. The department decided that this summer, we would pilot note card use for both the midterm and departmental final and report back at our fall beginning of semester meeting.

Kendall

Kendall shared with the department an experience she had with a student. A student wrote in his essay something that concerned Kendall, and she used the established procedures in place to

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work with this student—contact department chair first, etc. Fortunately, this student wanted to speak to a counselor, so everything turned out well. However, counselors wanted to make sure we are all aware of the forms we should be using when dealing with a student exhibiting signs of depression or other mental health issues. Dr. Tate shared with us the below Student Referral form we should use when referring these students to the counselors.

http://www3.austincc.edu/it/eforms/forms_int/STSE.033.pdf

Jenifer

Jenifer brought up the issue of creating consistent exit criteria for our WS2 students. Currently, we have different criteria for WS2 students entering COMP 4.0 and WS2 students exiting from developmental writing. To be fair and consistent, our standards need to be aligned. Thus,

- COMP 4.0 students must be either TSI complete in reading or have a TSI reading score of 350 AND have a course average of 85 or higher.
- WS2 students exiting developmental writing via DEVW 0331 must have a course average of 85 or higher AND a score an 18 or higher on their departmental essay.
- We also agreed that these academic decisions will be at the instructor's discretion.

However, no vote was taken so no final decision has been made. If you have any comments or suggestions, please email them to Jen no later than Friday, April 11th. I will then email this proposal out for a vote before the end of this semester to our voting faculty members for implementation for the summer 2014 semester. (Of course, we are only doing e-voting because Jen will be on maternity leave and will be unavailable to participate).

Joy

Joy shared with us her NCBW SoftChalk presentation that we will be using with our students in the fall. Please contact Joy if you would like to try out the program this summer, so we will not have to tweak it too much once it's implemented.

Deanna

Deanna then shared with us a "Developmental Writing Student Survival Guide," that she created. She would appreciate your input before we share this document with our students. If you did not attend the meeting and need a hard copy, contact Deanna and she will get one to you. If you would like to make suggestions, please send her your ideas no later than the end of this semester, so we can share this document with our students this summer.

Calibration

The calibration session was "short, but sweet." Calibrating before we grade our departmental essays was a wise decision.

Change of Command

There will be a Hail and Farewell at Stacey's place on May 3d after the grading session. Stay tuned as there will be more information coming.