

DEVW Minutes

HBC 411

3-7:00 p.m.

August 21, 2012

Adjunct Faculty Representatives 2012-2013: Louella Tate, Joe Wiseman, Joy Clark, Bill Martin, Kim Martinez, Anne Fletcher

Members absent: Joe Wiseman, Louella Tate, Hillary Reyes

Stacey started the meeting introducing our new adjunct faculty member, Margaret Miller. Faculty were then encouraged to sign up to give Brown Bag presentations for the upcoming academic year. Faculty were also reminded that since SACS will be visiting us in October, Lighthouse information must be posted no later than the first week of class. Stacey also gave a quick update regarding THECB legislative mandates regarding non-course based options (NCBOs) as well as offering an integrated reading and writing class.

Caryn and Hilda—Reading/Writing integrated courses

Caryn and Hilda will be piloting two types of integrated reading/writing classes for the spring 2013 semester. One will be co-taught by Caryn and someone from the reading department and another will be taught by Hilda alone. Stacey will contact Dr. Ward to see if she can request a stipend for Hilda.

Joy—Lighthouse, first-day activities, newsletter information

Joy then passed out some handouts concerning first day activities. Faculty is strongly encouraged to use an activity the first day of class to foster a welcoming environment for our students. Joy also reviewed the process for posting information on Lighthouse. For **Course Requirements**, copy and paste this information from our DEVW website; for **Readings**, either put the textbook that you use or put Departmental Course packet; for **Course Subjects**, copy and paste your calendar from your syllabus; and for **Student Learning Outcomes**, copy and paste the outcomes from the departmental website. This information will also be posted on our Bb site for future reference. Because of low enrollment in our student workshops, workshops will not be offered this semester and an electronic newsletter is being discussed. Please email Joy your comments and suggestions on how we can continue to serve our students.

Frank—OSD/ essay topics

There was some discussion regarding OSD concerns, and in an effort to discuss and address some of these concerns, OSD personnel will host a Brown Bag workshop on this topic. The date will be posted on Bb. Frank also shared with the department the topics for WSI, WSII, and WSIII. For WSI, there were no changes. Students will be assigned one of Jeanne's personal

DEVW Minutes

topics for the diagnostic, the optional midterm and the departmental essay. For WSII and WSIII, faculty will have the option of offering students a scenario-type diagnostic or the standard persuasive-type diagnostic. Midterms are optional for all three levels, and for WSII and WSIII, the departmental essays will continue to be persuasive and will be accompanied with readings.

Departmental changes regarding exit essay

The department then discussed our changes to the exit essay. Students will no longer have to pass the exit essay to pass the course. As a result, the exit essay will be renamed the departmental essay, and the departmental essay will now be worth **30% of a student's grade**.

Additionally, students will have no more than **two hours and 50 minutes** to write the departmental essay **during week 15**. During week 16, they will be given the opportunity to revise/edit their essay in class, and students will have no more than **50 minutes in one class setting**. The department agreed that all students, regardless of their score, should be given the opportunity to revise their essay. This does not mean that all students will pass. This discussion also brought up the subject of IPs. A student will still be able to earn a grade of IP. However, IPs cannot be granted in place of an I or an F. Please refer to our departmental website for the college policy on IPs.

There were also some procedural changes that will take effect for the fall semester.

- The departmental grading session will include both 16-week and 12-week WS3 classes.
- Students will no longer be able to type their departmental essays. All departmental essays will be written in blue books.
- Testing Centers will no longer be used for the departmental essays unless it is for students enrolled in a distance learning course.

Cengage Learning professional development opportunities

Also, Maggi Miller and Lisa Volle, from Cengage Learning discussed faculty development opportunities. Should you want more information on this topic, let me know.

Pilot New PF scale

Lastly, effective this semester, all faculty will use the updated PF scale, which will now be called the **departmental grading scale**. All faculty will pilot this scale for the fall 2012 and spring 2013 semester. We will vote on adoption at our spring departmental meeting. For the departmental grading sessions, the old PF scale will be used.