

DEVW Meeting Minutes

Tuesday, August, 19, 2014

HBC 301

3:00-5:00

Faculty Members absent: Patti Dungan, Donna McLemore, Gretchen Polnac, Kendall Dingee

Library Presentation

The ACC library sent two representatives to inform our department about two new services for us and our students. “The Faculty Teaching Toolbox” and “Research Success Tutorials” were presented and explained. These new initiatives will be very valuable to our faculty. The librarians at each campus are also willing to come to our classes to assist us if we wish.

Chair’s Report

Laura gave a huge “thank you” to Stacey for having everything in place for us to start the semester. Her thorough preparation of our department’s policies and procedures, conveniently located on the department’s Blackboard site, made starting the semester so easy. We also thanked Rahelina Razanadrafara for her constant help with our department. She makes so much of our work possible.

Laura introduced and thanked our adjunct faculty representative for the 2014/2015 academic year:

Ann Dillion

Kindell Dingee

Tina McGaughey

Gene Browing

Louella Tate

House Bill 5

ACC has signed a Memorandum of Agreement with most of the local ISD's. If necessary, we may need to form a committee to review the end of semester tests which may be submitted by the ISD's.

Student Diagnostic Information

Because we are dealing with a new TSI test, we need to check the students' placement very carefully this semester. During the first week of the semester we need to get a diagnostic writing sample. Caryn Newburger has copies of the prompt for us to use.

INRW Workshops

We still have two opportunities to attend these workshops:

Friday, September 19th at The Woodlands

Friday, October 17th at DFW

Please contact Ra as soon as you select the best date for you to attend. Space is limited, and we need to register.

Fall '14 staffing

We still have classes that do not have enough enrollment and four unstaffed classes to match with an instructor. Please keep an eye on your class enrollment and be prepared to make changes as needed. Full time faculty will "bump" an adjunct only when necessary to make the full time faculty's class load.

Adjunct Evaluations/Portfolios

Stacey Stover, now responsible for adjunct evaluations and portfolios, reminded those present to respond to her with faculty input forms for each semester's student evaluations. She also reminded everyone that the procedures and policies concerning the three-year portfolio cycle are posted on Blackboard. Each faculty member needs to be aware of what portfolio year she/he is responsible for in 2014-2015.

Advising Report/Semester Essay Prompts

Caryn Newburger presented the DEVW response that she is taking to the Advising Council. We are going to determine when a student is TSI complete and not just any college representative. We will have a list posted on Blackboard that will indicate which courses at ACC require any writing. Caryn also led us in a discussion of the topics for

the various essays of this semester. We agreed to the list and will try to find appropriate readings for the mid-term and final essays.

Error Corrections/McGLA

Tina McGaughey presented two teaching aids that she has developed and found useful with her students. Her two page, single-spaced correction chart with explanations will be very helpful for students who have trouble understanding the abbreviations that are so beloved by DEVW, but virtually unknown by our students. The Writing Skills I and II Library Visit and Assignment provides a brief, but helpful, library experience. Coupled with the information from our librarians' presentation, our students should have more meaningful library assignments.

Soft Chalk for NCBW

Joy Hetherington in her final presentation to DEVEW, as she is moving to Tennessee, left us with a great program for those students who wind up as NCBW students. Her work to date is available on the web and can be continued as we find necessary.

Calibration

We took a break to have another snack and fellowship followed by our calibration session led by Caryn Newburger. We were delighted to find that in reading the two essays that were presented DEVW is more and more calibrated to the same passing score. While we still have differing ideas about many areas of writing, we are in agreement about what should not pass on to English composition.

The meeting was adjourned with a notice that we could meet again on Friday, November 7, 2014, if necessary.

Laura Ore,

Department Chair