

DEVW MINUTES
for Meeting held on
Friday, October 17, 2008
NRG 1117
1:00pm to 3:00pm

Members present: Frank Cronin, Patti Dungan, Deanna Johnson, Caryn Newburger, Laura Ore, Stacey Thompson, Linda Thune, Joseph Wiseman, Brian Yansky.

Minutes taken by: Stephanie Lundell-Bailey

- I **Welcome:** Stacey welcomed all members to the meeting
- II **Meetings:** The discussion of doing task force business by email was agreed to by all to be too difficult and complex to discuss ideas over email. One member mentioned that it is also hard to keep track of the opinions and tally votes. Another problem is that one person needs to coordinate the email discussion. There was a brief discussion over having another meeting this semester. Someone mentioned doing a conference call meeting or using the Breeze Program to facilitate the discussion of urgent business.

Also, it was discussed how we need to work more closely with the English department. Laura asked for more information on Entry/Exit Criteria. Stacey said that maybe we could use the English Composition syllabus and said that we need to have more dialog with the English dept. Linda suggested to have people set up to meet with the English dept. Stacey said that Caryn and Laura were the contact people and that there is a need for alternates and, that ideally we would need 3-4 English reps according to Hazel Ward.

- III **Update:** The course reduction is six hours per semester and a stipend.

Hope Frausto is still the administrative assistant for the department and Stephanie is the assistant to the department as well.

Stacey has met with Hazel and needs to meet with Dolores Segura to go over the budget. There are limited travel funds available.

Once the summer schedule is completed, the deadline can be identified for the CCA summer appointment.

Full-time Faculty Position Posting Update: applications from Human Resources first go to Mike or Hazel and then to Stacey.

Composition of Hiring Committee: Let Stacey know if you want to serve on this committee. The idea of getting a librarian or counselor to be on the committee was proposed. Most agreed that a librarian is the better choice. There

is also an online link for training on hiring and before the committee can be assembled the members must be trained. Laura asked if all adjuncts have mentors. An email was sent out to the adjuncts to check their email regularly and to respond with who their mentors are. Stacey sent out an email to the adjuncts for department representatives. There are seven slots available and Joseph is one of them. The deadline is this Friday and the results will be available at the end of the month.

Also, the textbook list needs to be updated. The list was passed around to see who is using which book and then it will go to the adjuncts, who are going to be allowed to suggest books for the textbook list. Stacey will make sure the book that the adjunct faculty member is suggesting is appropriate for the list.

New changes to DEV ED plan: (This hasn't actually been changed in the plan yet although the change is slated to go into effect pending all approvals) Stacey asked Constance and her reply was this: If a student drops his/her developmental class(es), a letter will be mailed out to the student and they will need to see a counselor or advisor. If they do not comply they can still register but only for developmental classes. This topic is going before the senate right now.

The DCA's (Developmental Committee Advisor) role is to meet with students.

Frank questioned the D4 policy. Is it for all drops? The answer is yes. Frank's next question: Should we push for certain counselors to deal with these students? Someone mentioned they didn't think that would be accommodated. Joe said he thinks it would be worth proposing. Caryn said she will send it to assessment and advising. Also, the idea of contracts to be signed by students was proposed. Please send all concerns in this matter to Caryn or Frank by November 14, 2008.

Course Reductions Review: The CCA/CCE person is not considered to be a department chair assistant.

Syllabus Review: Someone stated the language that states "graded by two" should be deleted. Laura stated that the two grading scales were confusing. A vote was taken for the Pass/Fail scale to be used instead of the Analytic Grading Scale. All agreed. The vote passed.

The following changes to the syllabi were voted on and passed.

FOW: under Minimum Essay Requirements: to be worded: ...Two of the essays must be graded using the Pass/Fail Scale. The final essay must be written in one sitting. It must be written under supervision and it must earn a minimum of 13 points on the Pass/Fail scale. Students who are passing the course but earn below a "C" on the final essay will receive an In-progress (IP) grade.

WSI: under Minimum Essay Requirements: to be worded: Students must write at least five academic essays, which will count at least 50% of the course grade. Two of the essays (Midterm and Final) must be graded using the Pass/Fail scale.

Also under **WSII Grading session**, the “we” refers to the DEVW Task Force and not adjuncts. Then, the discussion regarding the essays that should be brought to the grading session should be essays that range from 13 to 19. Don’t bring essays below 13 or over 19.

Votes:

1. Disagree
2. Tabled for discussion at a later time
3. Agree
4. Agree
5. Agree – with the change of WSI 50%, WSII 60%, and the course essays must count for 50% of the course grade.

The vote for WSI to have 2 chances to pass confirmed with two rounds of voting. The first round was 5 to 3 in favor of yes. After some discussion, the second round was 6 to 2 in favor of yes.

IV New Business

Caryn’s update on Assessment and Advising:

Compass Diagnostics: The compass diagnostics were accepted but the diagnostics will be redone so this topic will come back for discussion.

Comp 4.0 Update: Someone commented that we need to see if the AR’s are affected.

Placement Chart Updates: Caryn spoke with Chapa to see the sample T-Com essays. Caryn reported that the RVS assessment person is to speak with Diana Galvan to get the results. Someone asked if they can get the essays and that they need 5’s and 6’s.

Caryn’s question to the group: Do we want to pursue looking at the Compass scores for Exiting/Placing? The ACT study did not give the scores we needed. Is this in vain? Someone commented that it is the right thing to do regardless of it being in vain or not. DEVW has to spearhead the task because we can’t make the changes but we can introduce it by requesting a spot on the agenda. All agreed that it should be pursued.

Deanna’s update on Hiring/staffing for Spring ’09:

Deanna went over classes that need to be staffed. Stephanie told her the names of some faculty that she had recently put in some classes. Deanna commented on the difficulties of staffing because HR hangs on to the applications for so long and by the time we receive them, many of the applicants have found other employment. Also, the applicants do not like the interview process.

A volunteer is needed for Friday October 24, 2008, for the all day College Readiness Studies.

The final exit essay grading session is Saturday, December 6th at 9am.

There is a need to better plan for the FTF/AF meeting. The tentative date for planning is Friday November 14th at 3pm at NRG Rm. 4103.

Meeting adjourned.