Minutes of
DEVW Opening Semester Meeting
And Calibration Session
August 18, 2009
HBC 212
3:00-7:00 P.M.

Chair Stacey Thompson Stover opened the meeting with an introduction of Dean Hazel Ward who brought us greetings and commiseration as we started our fall semester. She welcomed our new full time faculty member, Jeanie Chaltain, who had served ACC for many years as an adjunct professor. Dean Ward brought us up to date about the position of Associate Vice President for Developmental Education. The position is currently posted and will be filled this fall. Mike Midgley will continue to serve as Interim Executive Vice President as that position is also vacant.

Chair Stacey Thompson Stover welcomed Jeannie to our faculty. She will be teaching at the Cypress Creek campus. Stacey also welcomed our Adjunct Faculty representatives to our committee as voting members for 2009-2010:Jenifer Hamilton, Bill Martin, Kim Martinez, Tina McGaughey, Carrie Price, Louella Tate, and Joe Wiseman. She then introduced Jenifer Hamilton as our new IA who will be anchored at Eastview and South Austin campuses. However, she is able to help any DEVW instructor when possible. Please contact her about availability as Jenifer also teaches Composition 1. This fall she will offer a number of different workshops for students at various campuses and at various times. Watch your e-mail for the details of these special opportunities. Jennifer provided each of us with her schedule and possible workshop topics.

Pamela Askew from the Counseling office at CYP introduced us to the ACChieve program. This retention program has been used at various community colleges around the nation using technology and the web to inspire students to excellence. Kim Martinez will be our team member keeping us connected to this program to serve our DD, DDD, and fundamental students with as much help as possible. Every campus will have a center that will help students stay in college.

Our chair made a series of announcements about various opportunities and responsibilities that we will face this fall:

Sentence Writing Strategy workshop will be held on Friday, Sept. 18 from 8:30 a.m.-3:00 p.m. with a break for lunch. Please sign up today if possible.

New Administrative Assistant is currently being hired. This new person will work with Stacey to help with our department's needs.

Portfolios due November 1 full time faculty will submit portfolios to Stacey and adjuncts will submit theirs to Laura Ore at NRG. Kathy Judge will contact those whose portfolios are due for this year.

ACCimpact was explained. Adjunct faculty are encouraged to use this information system to stay up to date with the college.

DEVW website was reviewed. We need to encourage our students to use this website to keep informed about their classes.

Faculty Evaluation Update was presented as a handout and discussion. We were reminded that all instructors of all sections must conduct student

evaluations in the fall. All faculty need to fill out and submit the Faculty Evaluation Form as completely as possible (full time to Stacey and adjunct to Laura). It should explain or enlarge topics brought up in the student evaluations.

Caryn Newburger presented a new developmental writing tutorial form that she and Stacey developed over the summer in response to a request from the learning lab. Recommendations for revisions to the form were made and the revised form will be presented at the Learning Lab conference on August 28. All developmental writing faculty will pilot the use of the form this semester and send recommendations to Caryn.

Caryn also serves as our representative to the Assessment and Advising committee. She reported on the progress of several projects including the waiver for the non-degree seeking student and test reports from other institutions concerning score reports.

We discussed some possible changes to the Pass/Fail Scale. After some discussion, we agreed to add *a,an, and* ;omit *adapt/adopt;* add *much/many;* omit *conscience/conscious* while adding *few/less;* omit *emigrate/immigrate* while adding *are/our.* Patti Dungan will post these changes to the scale on our departmental website.

Patti showed us some of the possibilities for working with Blackboard and DEVW. She has set up a discussion site which will also serve as a teaching resource. We can offer samples of what works in our classes, student essays, and other information that will help us and our students. Discussions and information exchanges are really easier for all of us on Blackboard.

Patti also presented a preview of our involvement with the college's participation in Achieving the Dream. This program will help us to identify what we can do to make a difference in our students' ability to pursue courses in college after they leave our classes. Be sure to come to the opening assembly to hear more about what this program means to us.

Frank Cronin presented revisions in the library assignment projects that have been prepared collaboratively between DEVW and the library staff. Frank took us through the various changes that have been made at each level. He asked that we continue to send the student evaluations of these assignments to him at NRG.

Frank also presented the exit essay information for December 4, 2009. We will need proctors for this test; please get in touch with Frank if you are able to help. Frank also handed out a list of possible essay topics for the coming academic year. He asked us to pilot the topics that he and Joe Wiseman have prepared on ACC students and their lives.

Stacey reminded us that we will give a midterm essay test to our students before the grading session on **Saturday, October 31, 2009 from 9:00-12:00 4220 NRG.** We will be grading only WSII student essays.

Tentative DEVW meeting Friday, Nov. 20, 2009 12:00-1:00 p.m. 4103 NRG

Exit Grading Session Sat. Dec. 5, 2009 9:00-12:00p.m. 4220 NRG.

We took a dinner break with lovely sandwiches courtesy of ACC/DEVW and then worked on our exit grading standards as we prepared for the two grading sessions of this semester.

The following faculty members were present: Patti Dungan, Jeannie Chaltaine, Laura Ore, Mary Tavcar, Kim Martinez, Jennifer Hamilton, Caryn Newburger, Wendy Lym, Robyn Carter, Brian Yansky, Deanna Johnson, Frank Cronin, Linda Thune, Carrie Price-Nance, Joseph Wiseman, Bill Martin, Tina McGaughey, Hilda Ollman, and Stacey Thompson Stover.

Respectfully submitted,

Laura Ore
Secretary