

ENGLISH COUNCIL OF THE CALIFORNIA TWO-YEAR COLLEGES
BOARD OF DIRECTORS' MEETING, 16 OCTOBER 2003
SAN DIEGO, CALIFORNIA (SHELTER POINTE HOTEL AND MARINA)

Meeting conducted by Sterling Warner, President

In Attendance: Banerjee, Bartram, Bettencourt, Blake, Brant, Caruth, Chiang-Schultheiss, Conn, Dinielli, Eckford-Prossor, Enns, Fauth, Fitzgerald, Gallagher, Henderson, Herrick, Hinman, Hurley, Marcoux, Marheine, Olsen, Raleigh, Ramirez, Ramsey, Rice, Thompson, and Warner

Guests: Marilyn Valentino and Paul Bodmer

Absent: Jay, Snowwhite

Call to order 8 am

1. Approval of agenda (M/S/P Blake/Chiang-Schultheiss).
2. Approval of spring 2003 board meeting minutes (M/S/P Marcoux/Thompson).
3. Welcome and introductions conducted by Warner.
4. Officer Reports:

President: Warner gave information on IMPACT meetings that will be held soon. He reminded moderators to leave their paragraphs on each session in a box at the brunch site; the write-ups will be used in the next issue of *i.e.*

First Vice-President: Herrick asked the board to visit the new NCTE web site: www.ncte.org. He said the page looks "sharp." Please give Herrick or Lois Powers feedback on how the site looks. Herrick will be conducting elections in the spring.

Second-Vice President: Raleigh spoke on CSU relations/partnerships. He said the Flachmans at Bakersfield have been very helpful. He noted that board members need to find the person at each CSU who is interested in partnering with a community college.

Secretary: Olsen announced that the address lists were being passed around to be updated. She distributed a draft of the ECCTYC Survey developed by the Survey Committee and asked for any comments by October 23. The surveys will be sent via e-mail by November 1 with a return deadline of December 19.

Treasurer: Blake distributed a handout on the budget. There could be some financial problems due to the bad California budget and lower than anticipated conference attendance.

TYCA Representative: Fitzgerald reported that her next topic is "Assessment." She asked any board members with knowledge on this subject to please send her information. She thanked board members for staffing the TYCA booth. Her term ends in the spring. She explained that the rep goes to NCTE and TYCA meetings. The role of the rep is to present what California is interested in at the national level. The Fame and Shame awards are given out by TYCA. Look for examples of positive and negative portrayals of community colleges and send examples to Fitzgerald or Warner, who will be chairing the committee next year.

5. Regional Reports:

I: Due to funding problems College of the Redwoods is looking into increasing course caps. The college is also looking at a common final for transfer level composition.

II: Gallagher said an issue in her area was offering fully online courses. She also asked about the best way to communicate with regional colleagues and what the function of a board member should be. Hurley mentioned lack of travel funds as a problem for several colleges and a discussion of offering majors and the pros and cons of doing so.

III: Banerjee and Ramirez had a good turnout at a regional meeting last spring. One concern is who ECCTYC is/what is its function. They also talked about writing prompts and getting a consortium of prompts that could be used in their region.

IV: Rice sent out postcards to advertise the conference; she recommends the board develop a mailing list to include individual faculty, not just chairs. Bettencourt had no responses to his request for regional input. Warner recommends calling as the best method to reach others in a region.

V: Enns and Bartram reported funding as a concern, especially little to none for conferences. Cerro Coso online courses are doing well, Taft College got a grant for migrant workers, and Reedley is starting learning communities and service learning.

VI: Eckford-Prossor said she was planning on going to division meetings for each college in her region to explain what ECCTYC does and what it can do for them. Budget cuts are a problem. SBCC has issues with online courses. Caruth has been busy with conference planning. The board thanked her for all her hard work.

VII: Brant and Marheine reported no responses from colleges to their e-mails. A concern in their area was how to share the work of division chair because the position can become overwhelming.

VIII: Marcoux feels the board needs to have a discussion next spring on what ECCTYC is, what we do, and what we want to accomplish. He said a grant writing committee is important as bonds are passed and funds will need to be found.

IX: Dinielli reported the Success Centers are doing well and that retention rates are great for students who use the centers.

X: Ramsey reports that Imperial Valley College was able to offer some conference funding.

IVC's new college president is holding town meetings to do community outreach.

Adjunct: Thompson reported the budget is still a problem and that it looks like it will be two more years without much hiring. The board will look for a second adjunct director from the North. The question of having a graduate student position was brought up. The board will look into the idea, especially with regard to the financial problems a student might face in attending meetings.

Thompson asked for support for upcoming Campus Equity week. He wants to create a survey for part-timers and asked the board to consider questions that should be addressed.

6. ECCTYC Directory: The Directory 2003 will be distributed at the conference. [Note: Olsen and Chiang-Schultheiss distributed all the copies they brought. Contact Ramirez, Herrick, or Hurley if you need more copies.] The online version of the Directory will be updated regularly.
7. *Inside English*: Henderson reported a record turn around time of five weeks for the fall issue. For future issues, Henderson must have all materials at least five weeks before the board wants the issue out. February 15 is the firm deadline for the next issue. There is a position available for a Checker to make sure that all the material that should be in an issue is there. The online version of i.e. comes out before the print version. Advertising is going better; Henderson now has a rate sheet. Henderson wants to know what to do with back issues. The board recommended he send them to Conn to store and advertise past issues for sale in i.e. He should send one copy of each issue to Paul Bodmer to archive at NCTE headquarters. He should also send ten copies of each current issue to Marilyn Valentino or the current TYCA chair to distribute nationally.

8. Web Site: There were 1,800 hits on the conference section of the web site. The site is doing well. Chiang-Schultheiss wants to develop an ad hoc communication committee in charge of anything related to communications online or in print. The board thanked Chiang-Schultheiss for creating a great looking web site.
9. NCTE: Bodmer would like to have links from our surveys to the NCTE site. NCTE can do directories for ECCTYC.
10. Donation to Karl Rosenquist Scholarship: The ECCTYC board will make a donation to the Karl Rosenquist Scholarship fund established at Santiago Canyon College for an English major. Individual board members will also make donations. Checks can be sent to Santiago Canyon College, 8045 East Chapman Avenue, Orange, CA 92869 with Karl Rosenquist Scholarship in the memo area. Warner will send a condolence letter to Rosenquist's parents. Rosenquist joined the board last year and died suddenly in July due to complications from diabetes. The conference has been dedicated to him.
11. Committee Assignments: Olsen will list committee assignments at the end of the minutes. New members will sign up for committees at the spring meeting.

Meeting adjourned at noon

The next meeting will be held at the Holiday Inn in Sacramento, April 21-23, 2004.

Respectfully submitted,
Amy Olsen, Secretary

Summary of Responsibilities:

All Region Directors:

1. Send Chiang-Schultheiss any changes for the Directory.
2. Promote writing articles for *inside english* (on-going)
3. Send Henderson any materials for the next *inside english* by February 15, 2004.
4. Send Fame and Shame nominations to Fitzgerald or Warner.

Position Papers and Other Committees:

Matriculation: Banerjee (chair), Fauth, Warner, Fitzgerald, Ramirez, Hinman

Technology: Blake (chair), Ramsey, Gallagher, Marcoux, Herrick, Rice

Part-timer Issues: Thompson (chair), Marheine, Hurley, Brant, Herrick, and Snowwhite

Innovative Programs: Raleigh (chair), Enns, Dinielli, Ramirez, Caruth

CSU/CC Relations: Raleigh (chair), Snowwhite, Warner, Chiang-Schultheiss, Eckford-Prossor

Survey: Olsen (chair), Marcoux, and Jay

Load Study: Fauth (chair), with Hurley and Marheine as needed

Other:

Making a handout on how to participate in ECCTYC: Marcoux

Making an ECCTYC brochure: Chiang-Schultheiss

Problems and Solutions section of ECCTYC Web Site: Herrick and Marcoux

An article in *i.e.* on requiring 1A for the AA/AS degree: Open to anyone (Warner suggested)

2003 Directories: Ramirez, Herrick, or Hurley to bring a box of Directories to distribute to CSU faculty at the spring meeting.

Sent condolence letter to Rosenquist's parents: Warner

Send check to Rosenquist Scholarship: Blake, consult with Warner as to amount

ECCTYC Regional Director Terms

	Year to stand for re-election
Region I	
Judie Hinman, College of the Redwoods	2005
To be filled in the spring	
Region II	
Perri Gallagher, Ohlone College	2004
Tom Hurley, Diablo Valley College	2005
Region III	
Heidi Ramirez, Hartnell College	2005
Sravani Banerjee, Evergreen Valley College	2004
Region IV	
Martha Rice, San Joaquin Delta College	2004
Patrick Bettencourt, Modesto Junior College	2004
Region V	
Gary Enns, Cerro Coso Community College	2005
Shana Bartram, Reedley College	2004
Region VI	
Elissa Caruth, Oxnard College	2004
Melanie Eckford-Prossor, Santa Barbara City College	2005
Region VII	
Roger Marheine, Pasadena City College	2005
Susan Brant, College of the Canyons	2004
Region VIII	
Pete Marcoux, El Camino College	2004
To be filled in the spring	
Region IX	
Michael Dinielli, Chaffey College	2004
Mark Snowwhite, Crafton Hills College	2005
Region X	
Tina Ramsey, Imperial Valley College	2005
Carmen Jay, San Diego Miramar College	2004
Adjunct Directors At-large	
Darrell Thompson, El Camino College	2005

All appointed directors will stand for election in 2004. Regions with two directors running in the same year will decide on alternating years at an ECCTYC board meeting.