

**ENGLISH COUNCIL OF THE CALIFORNIA TWO-YEAR COLLEGES
BOARD OF DIRECTORS' MEETING, 21-22 OCTOBER 2004
SAN DIEGO, CALIFORNIA (BAHIA HOTEL)**

APPROVED MINUTES

Meeting conducted by Sterling Warner, President

In Attendance: Bettencourt, Brant, Caruth, Chiang-Schultheiss, Conn, Dinielli, Enns, Fitzgerald, Herrick, Hinman, Hurley, Jay, Marcoux, Marheine, Ramsey, Thomas, Thompson, Warner, Williams.

Absent: Bannerjee, Bartram, Fauth, Ramirez, Tejada, Snowwhite.

Thursday, October 21, 2004

I. Call to Order: 8:15 a.m.

A. Welcome and announcement of new members: Warner welcomed the following members to the Board:

- Eileene Tejada, co-director Region II
- Chella Courington, co-director, Region VI
- Charles Williams, co-director, Region IX

Tejada and Courington were unable to attend this meeting because of prior commitments.

Warner also announced the resignations of Perri Gallagher (Region II) and Melanie Eckford-Prosser (Region VI). He pointed out that we now have five vacant regional directorships. We need to make every effort to fill these positions soon.

B. Minutes of the Spring Meeting (April 22-23, 2004): Approved with a few changes.

C. This Meeting's Agenda: Amended for Thursday to allow committees to work from 1:30-3:00 p.m. on specific tasks: 1) Executive Committee will attend the CSU meeting; 2) subcommittees of the Board will work on an ECCTYC brochure, part-time issues, the 2005 Conference, and communications.

The agenda was approved as amended.

II. Officer Reports:

A. President: Warner has been working with Charlie Klein (State Chancellor's Office) on counting ESL courses for transfer. The Young Rhetoricians Conference this past June

was successful; he asked a number of speakers to repeat their presentations at the October 2005 ECCTYC Conference. Warner has also been working with Jane Patten on establishing a 1A level course as the minimum writing qualification for the AA degree. He has received many calls from other groups and organizations about ECCTYC's positions on various issues. He has had many conversations with the CSUs and UCs about transfer plans. Warner has also been developing new ideas on how regional directors may be more effective in their outreach efforts. He represented ECCTYC at this year's FACCC conference. He is working with Snowwhite on a draft of a resolution on SLOs.

B. First Vice-president: Herrick emailed ballots for regional director positions to several regions with vacancies; the response has been meager. He will send Board members a list of the regional directors and vacancies. He wants the Board to consider the duties of regional directors during the summer: it appears that we do a fair amount of work during the summer.

C. Second Vice-president: Dinielli is working on a spring meeting of chairs in the southern part of the state. He has been involved in SLO discussions, including the relationship between assessment and SLOs. The Chaffey College website now has a link to ECCTYC. Dinielli also reported pressure from Chaffey administration to reduce the number of literature offerings there in spite of healthy enrollment in these courses. He pointed out that the state's list of minimum qualifications for faculty needs to be updated. He had heard of a number of violations of minimum qualification in hiring. Warner asked Dinielli to keep the Board updated on reports of violations.

D. Secretary: Hurley passed out the Board work and home address lists and asked members to note corrections. Members should indicate an email address where they can be reached during the summer.

E. Treasurer: Ramsey passed out her report (see Appendix A). The list of ECCTYC income and expenses for FY 2003-04 (completed by Blake) appears to show that ECCTYC is \$8114.57 in debt, but we have in fact paid off what we owe. Income and expenses to date for FY 2004-2005 indicate that we are still in the black, but much depends on our ability to get the colleges to pay their memberships. The report also compares the cost of *inside english* last spring and this fall (current issue), and the amount saved on suspended stipends and discretionary funds. A discussion ensued about the rise in cost of *inside english* and cost projections for the rest of the FY. Hurley asked Ramsey to send out the Treasurer's Report to the Board listserv.

F. TYCA Representative: Fitzgerald reported that Marilyn Valentino (TYCA Chair) is working on the "Guidelines for Preparing Teachers for the Two-year College." Fitzgerald also noted that the TYCA paper on the teacher scholar is out for feedback. She asked for volunteers to help Jody Millward gather statistics on community colleges and circulated a sign-up sheet. Fitzgerald will be the local chair for Four Cs next March in San Francisco and will host a wine and cheese gathering Wednesday night 5:00-8:00. John Lovas' idea of having English departments pay a set fee to let non-members attend

Four Cs never got off the ground. The TYCA breakfast (during which the Fame and Shame awards are given) will be on Saturday 7:00-8:15.

III. Regional Directors' Reports: See Appendix B.

IV. Other ECCTYC Reports:

A. Editor of *inside english* (For complete report, see Appendix C): After examining major professional journals in our discipline, Chiang-Schultheiss took several steps to improve *inside english's* appearance and production. In addition to creating a new look for the journal, he designed a professional-looking ad rate sheet and an ad insertion order form. Chiang-Schultheiss has applied for an ISSN number, drawn up a copyright release form, and established submission and advertising deadlines for 2004-05. He distributed 4300 copies of *inside english* during the week of Sept 12-18. Chiang-Schultheiss sees a need to revise single-issue and 1-year subscription rates.

Printing Issues: After sending out RFPs to twelve printers, he received eight bids. He used the most competitive printer, who also agreed to work with his production schedule (the bid range was \$5,600 to \$14,800.) The printing of *inside english* for the next fiscal year will go out to bid during the summer.

Print Run: The treasurer's report from last spring called for 4300 copies, but the actual total demand is 4600 copies. Henderson had been printing 5,000 copies. Chiang-Schultheiss also consulted the 2003 Directory to add up total copies needed. In the end, he printed 4300 pieces at Warner's request. To accommodate this number rather than the 4600 copies actually requested, he compiled a list of what schools had paid their memberships in the past three years to see whether we should cut back the number of copies we send out. The results are in the Excel spreadsheet and are based on past Treasurer's reports. The 2003-4 year is the most accurate.

Prior to mailing the fall issue, Chiang-Schultheiss suggested two options to the Executive Committee: Option A would be to limit to one copy schools that had not paid their membership in two of the last three years. Option B would reduce the copies the delinquent schools receive on a percentage basis. Option B was chosen and applied to all colleges whose membership status is "non-active" due to non-payment of their institutional membership from last year (2003-04). For delinquent schools, their order was reduced by 22% to maintain the total of 4300 copies.

Funding and Memberships: We are not receiving enough income to cover costs. Last fiscal year, fifty colleges did not pay their invoices, which represents \$6,325 in lost revenue according to Spring 2004 Treasurer's report.

Advertising and Costs: Chiang-Schultheiss argued that we need about \$6200 in advertising revenue to make each issue of *inside english* self-sustaining. Each page costs \$103.52 to print. He proposed that we aim at three cover ads at \$750/page and seven inside ads at \$650/page. To increase subscriptions and sales, we could target CSU

graduate programs, possibly sell *inside english* in local Borders, and investigate having Amazon.com sell issues.

Chiang-Schultheiss would like to submit *inside english* for the Best Journal Design Award (new journal design in last 3 years) and the Phoenix Award for Best Significant Editorial Achievement (overall effort of revitalization or transformation). This is sponsored by the Council of Editors of Learned Journals (CELJ).

Chiang-Schultheiss requested a Board ruling on using previously printed material (especially poetry) in the journal. He recommended that we send a thank you to Bruce Henderson, the outgoing editor, for his years of service as editor, another thank you to Henderson's wife Angela and to his own wife Christine for her pro bono design work for *inside english*.

Discussion of the *inside english* Report: Warner reiterated the need to bring all financial decisions to the whole Board. Chiang-Schultheiss responded that he did send cost projections to the Executive Committee. Herrick pointed out that we did agree at the April meeting on the number of issues to be produced; he also noted that Chiang-Schultheiss had to do a lot of work over the summer, when many Board members were unavailable. Warner replied that the Board did not give Chiang-Schultheiss carte blanche to make whatever changes he wanted but only to produce three issues at the usual rate.

After reviewing the woeful status of membership payments, the Board discussed ways to cut costs and increase income. We agreed that the Regional Directors need to take a more active role in getting member colleges to pay their fees. One idea was to create a membership fee and a second fee for copies of *inside english*.

The Board agreed to thank Bruce Henderson for his years of service as *inside english* editor, Henderson's wife for her contributions, and Chiang-Schultheiss' wife for her work as graphic designer for the new *inside english*.

[From Friday] Board members congratulated Chiang-Schultheiss on his work with *inside English*; they were impressed with the new look of our periodical. Warner reported that the CSU English Council was also impressed with the journal. They would like their students to write articles for *inside english* as well as make presentations at the next ECCTYC conference.

Chiang-Schultheiss volunteered to serve as interim *inside english* editor and web editor for the current year.

Chiang-Schultheiss requested a spending cap for *inside english*.

MOTION: To cap spending for the next two issues of inside English at \$6250 each (4300 copies each), contingent upon having funds available. Moved by Marcoux. Seconded by Herrick. Passed unanimously.

Chiang-Schultheiss wondered if we need someone to deal with individual subscriptions. Warner reminded the Board that Larry Bright used to handle sustaining memberships, but the project was dropped when Bright resigned from the Board. Herrick suggested that we take up this subject at the April Board meeting. Hinman suggested that we market *inside english* to graduate students. Brant requested a decision about pricing discrepancies (currently we charge \$4 for one issue and \$15 for three).

MOTION: To charge \$6 for a single issue of *inside english*. Moved by Hinman. Seconded by Brant. Passed unanimously.

It was noted that this motion is not tied to membership.

B. Web Editor (see Appendix D for full report): Chiang-Schultheiss offered the following report on his work:

Web Content: He has posted Spring 2004 minutes and the latest issue of *inside English*. He also created a mock website for 2005 English Council conference. Other modifications of the website are detailed in the full report.

ECCTYC Listserv: To make sure all Board members are receiving necessary Board-related information, Chiang-Schultheiss encouraged them to use the listserv address rather than mass mailing everyone with a distribution list. The listserv will be sure to send messages to all Board members as long as they are subscribed.

ECCTYC Chairs Database: Chiang-Schultheiss sent out an Excel file asking Regional Directors to verify and update the contact information for department chairs within their regions. He has received updates from some of Board Directors. We still have holes in the email address category. He has posted a copy of current database on the Website.

C. Historian's Report: Conn reported that the ECCTYC archives will now be kept in the Ventura College library. She asked the Board's approval to begin training a new historian. Caruth suggested K. Peinado.

The meeting adjourned for lunch at 12:00 noon.

Meeting reconvened at 3:50 p.m.

V. Old Business:

A. IMPAC: All members should attend the IMPAC meetings in their regions.

B. Reports of Subcommittees:

1. ECCTYC Brochure: Chiang-Schultheiss will present the Board with a design tomorrow. Warner indicated that Evergreen Valley College will pick up the costs. The brochure will be aimed in particular at grad students and adjuncts.

2.ECCTYC 2005 Conference: The consensus was that the Long Beach Westin was the best option for hotel. Marcoux and others will view it and report back. To save money, we decided to forego T-shirts this time. The subcommittee has some ideas for speakers but is soliciting others. As another cost-saving measure, it was also proposed that we do registration ourselves rather than pay someone to staff the table. Lynn Fauth was proposed for the Nina Theiss award.

[From Friday] Marcoux is working on an information packet for vendors. Booths will cost \$350 per day (\$450 for two). We should consider paying speakers \$1000 per person; Bedford may be interested in paying the cost of one speaker. If we look for speakers with new books out, it's possible that other publishers may pick up the cost of other speakers. We should aim at 200 registrants. The registration fee for the last conference was about \$125 per person (including a \$5 discount for NCTE members). We discussed sliding fees; they appear not to work very well.

Motion: To keep the 2005 Conference registration fee the same as the fee for 2003. Moved by Chiang-Schultheiss. Seconded by Marcoux. The motion passed (9 in favor; 7 against).

VI. New Business:

A. The ECCTYC Budget: Keeping Costs Down: The Board brainstormed potential revenue sources such as grants, NCTE, CCHA, corporations in Long Beach. The following Board members also volunteered to contact various publishers, booksellers, and other companies about advertising:

- Brant (Bedford)
- Caruth (Norton, Pearson Longman)
- Chiang-Schultheiss (Endnote)
- Dinielli and Warner (Thomson)
- Enns (Fresno Pacific University)
- Hinman (Primus, McGraw Hill)
- Jay (Prentice Hall)
- Thomas (Borders, Office Max)

Regional Directors will assist with collecting memberships by contacting schools in their regions with a letter and phone call. Ramsey will send a copy of the invoices to each Director. We will do the following with severely delinquent colleges: 1) call the person listed as a contact; 2) confirm that the person still is the right contact; 3) determine if the invoice address is correct. If it is not, get the correct address; 4) confirm that the college has not paid for the previous year; 5) ask when ECCTYC can expect payment; 6) ask how many copies of *inside english* the college needs (including part-time faculty).

MOTION: To set aside \$2500 for the conference, leave \$1200 as a reserve, and spend the rest on *inside english*, until December 15, when we will know how much

more income we will have. Moved by Dinielli, Seconded by Herrick. Passed unanimously.

B. What Can You Do With an English Major? Warner reviewed a handout he prepared on what students can do with an AA degree in English.

C. Letterhead: Chaffey College will take care of printing new ECCTYC letterhead. Williams will be our contact person.

D. Lower Division Curriculum: Warner reported from the CSU English Council meeting that the CSUs do not appear to be as concerned about Lower Division Transfer Patterns (LDTP) as we thought. While there is some pressure to create these programs, it seems that they will simply grant transfer priority to students who complete them; students who do not complete them will not be barred from transfer. LDTP is not the same thing as the IMPAC discussions, which focuses on broader intersegmental comparability of courses.

E. RESOLUTION: In support of the English AA at Community Colleges. Moved by Marcoux. Seconded by Dinielli. Passed unanimously. See Appendix E-1.

F.RESOLUTION: Reaffirming ECCTYC position on Minimum English Requirements. Moved by Marcoux. Seconded by Dinielli. Passed unanimously. See Appendix E-2.

Meeting adjourned for the day at 5:30 p.m.

Friday, October 22, 2004

Meeting reconvened at 8:30 a.m.

VI. New Business (cont'd):

G. Redefining Some Regional Chair Duties: The following amendments to the Constitution (in bold and italics) were proposed:

Section II:

Regional Directors shall also serve as the articulation representatives and as the ~~secretaries/treasurers~~ ***secretaries and treasurer-liaisons*** in their respective regions, keeping and reporting to the Board all records of meetings and other matters as deemed necessary by the regional membership.

E. In advance of each semiannual meeting of the Board, Regional Directors shall prepare written reports, which shall be appended to the meeting agenda as information items. Regional Directors and Adjunct Directors must be available to the Board and to members of their regions and constituencies on a twelve-month basis.

Section III:

B. The President of ECCTYC will appoint, subject to Board approval, a Historian to be charged with maintaining an on-going file of all ECCTYC publications and all ECCTYC activities, including regional meetings and conferences, ***and to serve as a member of both the Board of Directors and the Executive Board.***

MOTION: To accept the amendments as proposed above. Moved by Marcoux. Seconded by Chiang-Schultheiss. Passed Unanimously.

H. ECCTYC Deans and Chairs Database: Chiang-Schultheiss is working on an update. All Board members need to help fill in the missing data. Warner noted a CSU English Council change: Mary Kay Harrington is the new CSU composition chair.

I. Resolution: Resolution on ECCTYC Consultation for College English Policies, Proposals, and Decisions. Moved by Marcoux. Seconded by Carruth. Passed unanimously. See Appendix E-3.

J. For the Next Board Meeting:

1. Proposed Agenda Items:

- Membership
- Budget forecast
- Conference update (committees will bring reports)
- Election of new officers: Fauth is the chair of the nominating committee (ex officio). Warner was asked to write up the typical tasks for the president. Hinman asked that we clarify the duties for all positions. It was also pointed out that we should review the TYCA constitution and perhaps align our constitution with it. Warner argued that we need to divide the inside english editor and web editor positions.
- Sustaining memberships/individual subscriptions to *inside english*

2. Committee Assignments:

A. General:

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

Part-timer Issues: Thompson (chair), Marheine, Snowwhite, Thomas

Innovative Programs: Enns (chair), Dinielli, Tejada, Williams

CSU/CCC Relations: Warner (chair), Chiang-Schultheiss, Hurley, Snowwhite

Survey: Jay (chair): Brant, Hinman, Marcoux

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

Grants: Bartram (chair), Ramirez, Fitzgerald, Marheine

Communications: Chiang-Schultheiss (chair), Carruth, Enns, Herrick, Marcoux

Learning Outcomes: Brant (chair), Banerjee, Bettencourt , Ramirez, Snowwhite, Warner, Williams

B. For the 2005 Conference:

Chair: Marcoux

Hotel Arrangements: Marcoux (chair), Dinielli, Fauth, and Marheine

Speakers: Herrick (chair), Warner

Program: Hinman and Brant (co-chairs), Ramirez

Registration: Ramsey (chair), Banerjee

Promotion: Caruth (chair), Chiang-Schultheiss

Best *i.e.* Article: Hurley (chair), Marheine, Bettencourt, Jay, Enns

Best CCC Literary Magazine: Warner (chair), Herrick, Tejada

Awards: Warner (chair), Marcoux

A/V support: Marcoux and Marheine

Publishers/Products: Marcoux

Local attractions: Thompson

C. ECCTYC Regional Director Terms

Region I	Year of Re-election
Judie Hinman, College of the Redwoods	2005
VACANT	
Region II	
Eileene Tejada	2005
VACANT	
Region III	
Heidi Ramirez, Hartnell College	2005
Sravani Banerjee, Evergreen Valley College	2006

Region IV		
Patrick Bettencourt, Modesto Junior College	2006	
VACANT		
Region V		
Gary Enns, Cerro Coso Community College	2005	
Shana Bartram, Reedley College	2006	
Region VI		
Elissa Caruth, Oxnard College		2006
Chella Courington, Santa Barbara City College	2005	
Region VII		
Roger Marheine, Pasadena City College	2005	
Susan Brant, College of the Canyons		2006
Region VIII		
Pete Marcoux, El Camino College	2006	
Philip Hu, Cerritos College (joined in November 2004)	2005	
Region IX		
Mark Snowwhite, Crafton Hills College		2005
Charles Williams	2006	
Region X		
Carmen Jay, San Diego Miramar College	2006	
VACANT		
Adjunct Directors At-large		
Darrell Thompson, El Camino College	2005	
John Thomas, Diablo Valley College		2006

Meeting adjourned at 11:36 a.m.

Next Board Meeting: April 20-22, 2005, Double Tree Inn, Burlingame, CA.

Respectfully submitted,
Tom Hurley, Secretary

Appendix A: Treasurer's Report:

ECCTYC Account Balances 10/20/04

Account

**10/20/2004
Balance**

Cash and Bank Accounts

Savings	\$ 149.51
Checking	\$ 5,629.84
Account	

TOTAL**\$ 5,779.35****ECCTYC Income and Expenses Fiscal Year to Date 7/1/04-10/20/2004****EXPENSES**

	7/1/04- 10/20/04	
Tax Filing		\$ 10.00
Tax Prep		\$ 280.00
Fall i.e.	Printing	\$5,590.00
Business Supplies	Mailing	\$ 654.90
Bank Serv Chrg	Printing, labels	\$ 50.79
TOTAL		\$ 6,597.69

INCOME

	7/1/04- 10/20/04	
Ad Income	Fall i.e.	\$ 750.00
Institutional Mem	Back copies of i.e. 2003-04	\$ 3,730.00
	2004-05	\$ 190.00
TOTAL		\$ 5,340.00

Amount Saved on Suspended Stipends and Discretionary Funds

President's Discr. Fund		\$ 500.00
Web Editor Stipend		\$ 750.00
TYCA Rep.Reimbursement <i>i.e. Editor</i>	\$ 2,500.00	Stipend \$ 6,000.00
TOTAL		\$ 10,050.00

inside English Cost Comparison

Spring Issue 2004	Printing	\$ 3,052.75
	Mailing	\$ 515.83
TOTAL		\$ 3,568.58
Fall Issue 2004	Printing	\$ 5,590.00
	Mailing	\$ 654.90
TOTAL		\$ 6,244.90

ECCTYC Income and Expenses Fiscal Year 2003-04

INCOME

Board Meetings Inc	1,110.00
Conference Income	
BofA Ms	34.95
Exhibitors	5,900.00

Registration	11,975.00
BofA Ms	3,767.00

TOTAL Registration	15,742.00
Reimbursement	630.00

TOTAL Conference Income	22,306.95
Interest Inc	19.42
Memberships	
Institutional Membership	7,535.00

TOTAL Memberships	7,535.00
Scholarship Donation	150.00

TOTAL INCOME	31,121.37
EXPENSES	
Board Meeting Exp	10.00
Room,Food	981.08

TOTAL Board Meeting Exp	991.08
Conference	
Awards	255.61
BofA Ms	72.36
Harriet	519.82
publisher refund	100.00
Refund	70.00
Registration	
BofA Ms	277.13

TOTAL Registration	277.13
Site	17,260.00
Speaker Fees	2,500.00
Supplies	491.85

TOTAL Conference	21,546.77
Directory	1,147.50
inside english exp	
best article award	13.65
editor stipend	3,000.00
graphics, misc.	458.40
mailing	1,599.63
printing	9,111.10

TOTAL inside english exp	14,182.78
Misc	69.98
Postage	16.28
Scholarship Donation Exp	150.00
Tax, Business	353.00
Web Site	

Server Expense	403.55
Web Editor Stipend	375.00

TOTAL Web Site	778.55

TOTAL EXPENSES	39,235.94

OVERALL TOTAL	8,114.57

Appendix B: ECCTYC REGIONAL DIRECTOR'S REPORTS:

Region I Report: *Judie Hinman*

College of the Redwoods

For the 2004-2205 academic year, College of the Redwoods has instituted two new policies designed to improve student success.

directive and intrusive assessment and advisement

All new students are now required to take the placement exam before registering for *any* class. Students who place two levels below college English are restricted from most classes. They must enroll in the appropriate level English course, a learning success course, and a computer competency lab. Many of these courses are linked to form learning communities. The students may also choose from a limited selection of recommended courses that do not require strong reading and writing skills. Once the students have passed the required English course with a C or better, they are allowed to enroll in any course that does not have a prerequisite.

no late registration

In the past, students could drop and add courses for two weeks after the start of the semester. Beginning this year, students must be registered by 5 P.M. the day before the class begins. Instructors are discouraged from adding students even when the class is under-enrolled. Add cards must be approved by both the instructor **and** the division chair and will be approved only under special circumstances (incorrect placement, class cancellation, personal necessity). The college expected to take a hit on enrollment because of this policy. The impact was mitigated in part by allowing under-enrolled courses to start late, giving them time to increase their enrollment. In addition, some instructors voluntarily increased their class cap by 10 percent in order to compensate for no-shows and early drops. While the final enrollment figures are not yet in, early reports indicate that overall effect on enrollment was less than expected. Faculty comments have been mostly positive. Two of the benefits mentioned are that instructors were able to spend the first day of class on course content rather than on adding students, and that students had to make a commitment to the class right from the start.

Shasta College

Shasta College is facing a \$1.5 million shortfall after miscalculating its enrollment projections. Actual enrollment is 7,250 students, 350 fewer than expected. To bridge the budget gap, the college will make internal cuts, leave vacant positions open and reduce spending.

Region II Report: *Sterling Warner for Eileene Tejada*

- Members of Region II of ECCTYC have been involved in soliciting information statewide on everything from establishing an English AA at Diablo Valley College to initiating discussions on the repeatability of Creative Writing classes.
- Eileene Tejada will replace Tom Hurley as Region II Co-director, but will not be able to attend meetings until the spring session.

Region III: *Sravani Banerjee*

inside English: Everyone agreed that the new format of the ECCTYC journal was more readable and more professional looking; however, the group also thought that the ECCTYC logo should be placed on the cover as a distinguishing mark.

Staff development funds: Sterling said that staff development funds should be available by next year. He also mentioned that CSU Bakersfield offers three quarter units for attending the ECCTYC conference and two units for attending the Young Rhetoricians Conference.

Creative Writing Courses: Sterling mentioned that at Evergreen, we offer one Creative Writing course that students can take three times for credit. Diane mentioned that DeAnza offers a vast array of creative writing courses that include:

Beginning Creative Writing
Intermediate Creative Writing Course
Poetry
College Magazine-“Red Wheelbarrow”

- These courses may be taken two times for credit.
- Diane also mentioned that Foothill College offers an AA degree in Creative Writing.

Accomplishments: Diane mentioned that the developmental task force in the English department at DeAnza was presented with the “League of Innovation Award” this year.

Hybrid and online classes: Diane mentioned that several hybrid classes and online courses (English 1A and English 1B) were offered at DeAnza.

Title 5 Requirements for Associate Degrees: Sterling presented a draft of the document:

Resolution to Change the current Title 5 Requirement for English

Resolved, That the Academic Senate for California Community Colleges recommend to the Board of Governors that the associate degree minimum requirement for English in Title 5, section 55805.5, can be

changed to read “an English course at the level of the course typically known as 1A, either English 1A or another English course at the same level and with the same rigor, approved locally.”

Core requirements of English majors: At Evergreen, the core requirements for English majors are as follows:

Two English literature survey courses (A/B Sequence)

Two American Literature survey courses (A/B Sequence)

- Diane and Janet said they would get back to the group about the core requirements for English majors at DeAnza College.
- Sterling presented and discussed the document entitled “What can one do with a degree in English”? He also discussed the ECCTYC resolution that supports the notion of maintaining the requirements of the English AA degree comprising of three survey courses in British literature and three survey courses in American Literature.

Writing Requirement Committee: Rita reported that the WRC is proposing that all transfer students must take the WST before they transfer and take upper division courses. Everyone agreed that this would increase student success.

Departmental Final: Sterling and Rita discussed the success of the holistically graded departmental final at Evergreen Valley College. Diana mentioned that at DeAnza, group graded portfolios may be replacing the WAT as an exit exam.

Region IV:

Patrick Bettencourt

Some topics being discussed at Modesto Junior College:

- The English Department has been discussing and will soon vote on a common handbook for all composition courses. Primary arguments are that a common handbook will build continuity among composition courses, and it will be a cost-saving measure for students. The handbooks on the ballot are Diana Hacker’s *A Writer’s Reference*, Scott Foresman’s *SF Writer*, and (I don’t have the third title at hand).
- Minimum English and math requirements for the associate’s degree (see my email to the board list).
- Future inclusion of composition prerequisites for literature courses. If any of you have these at your college, I would like to talk with you about it.

Region V:

Shana Bartram & Gary Enns

The Region V co-directors have launched a new ECCTYC Region V Chairpersons’ listserv to foster discussion among its chairpersons; current discussion is focused on the subject of enrollment caps for English courses.

Taft College is preparing for a 6-year program review and is currently awaiting news on a few grants that will benefit the college’s language program. In order to head off student requests for alternative assignments, the Cerro Coso English department has adopted a new “challenging works” disclaimer explaining to students the importance of examining and writing on ideas that they may not agree with. The new statement can be found on the Cerro Coso English Department webpage:
<http://academic.cerrocoso.edu/english/>.

Region VI:
Melanie Eckford-Prossor

Elissa Caruth &

- Chella Courington from Santa Barbara will replace Melanie Eckford-Prossor as the ECCTYC Region VI co-director.
- Edith Conn has approval to keep the ECCTYC archives in the new “huge” Ventura College Learning Center; it looks like the Library of Congress!

Santa Barbara Community College

- English 110 (Comp 1) and English 100 (Pre Comp 1) are up 10%.
- Sophomore courses are holding steady at about 7 courses per semester, and the Administration's two-year hyper-scrutiny of those courses seems to be ending. We hope this means that we're meeting their needs.
- Concerns: 32 adjuncts and the real problem with continuity.

Oxnard College

- Oxnard is currently revising its distance-learning appendix for our distance learning classes. Elissa Caruth, a member of the committee, would appreciate input including what other colleges say in their distance learning appendices say—as well as the criteria for on developing distance learning classes.

Region VII:

Roger Marheine & Susan Brant

- The number one topic of concern is the Student Learning Outcomes standard for accreditation. Some department chairs are optimistic about the new requirement. For example, the COC chair doesn't think that "the mandate should be viewed as a burden or criticized as some kind of bureaucratic edict."

LA Trade Tech believes that they are fulfilling SLO objectives already by providing a common final, graded holistically, for all levels of composition.

Citrus is revising course outlines and working on creating core competencies, asking other departments for their input. They haven't begun addressing SLOs yet, but are optimistic. They are also reassessing their competency exam to make it more specific.

East LA is working on course outlines and matching syllabi to those; they haven't addressed SLOs yet, but that is the next step. Other chairs tend to be more pessimistic and feel that attempts to objectify student learning outcomes will move us to meaningless measures.

Glendale is working actively to define SLOs, but the chair hopes that efforts to create a system for measuring ourselves won't become a focus on how to protect ourselves instead. LA Harbor reports that they are being asked to write department mission statements and develop SLOs even though the college has not yet written its own. The chair stated it was impossible to write SLOs without college and department mission statements. There is some dialogue between administration and departments, but it was felt not all were invited to participate.

All the schools that addressed this issue hope that ECCTYC will provide assistance and leadership.

- Another concern mentioned by COC and Citrus is the English requirement for an AA degree. The feeling seems to be that English 101 should be the requirement for any college degree. Class size was

mentioned by LA Harbor and East Los Angeles colleges; LA Harbor is considering doing away with wait lists and making the class size 45 for all classes, including composition classes! The English Department is fighting this, oddly enough.

- The difficulty of hiring qualified adjunct faculty was a concern for East LA. Hiring of full-time faculty was mentioned by Glendale. It looks like we have a lot to talk about.
-

Region VIII:

Pete Marcoux

- SLO seems to be the buzzword of 2004. I'm sure we'll be discussing it at the meeting.
- On our campus [El Camino College], the new building is taking most of our time in our department meeting. I know many campuses are dealing with recent bond money improvements as well. Is there anything ECCTYC can do? Recommendations for Smart Classrooms?
- We're also getting some discussion from students at our Academic Senate meetings about the price of books, etc. They are especially concerned about the new marketing practice of packaging cds/dvds/internet passwords which force students to purchase new books instead of much cheaper used books. Does ECCTYC have a policy/position?
- Pete told Mark Snowwhite that people have been hearing rumors about moving distance education at the state level from under the realm of the Chancellor's Office to the ITS office and asked for clarification. With the growth rate of distance education and hybrid courses, many people who teach online and could be affected. Snowwhite sent the ECCTYC board a copy of the following ASCCC resolution to be presented at its 10/28/04 plenary session:

F04 Technology Reorganization in Chancellor's Office

Whereas the System Office agency review may include evaluation and adjustment of the way technology services are provided to the system: and

Whereas the Academic Senate for the California Community Colleges has many existing positions regarding technology;

Resolved That the Academic Senate for California Community Colleges support changes in the system Office that:

Create a more effective technology oversight and budgeting structure; Maintain the provision of current system wide technology services at a reduced cost; and Enhance the advisory committee structure to include discussion of wider technology and education issues.

Region IX:

Charles Williams & Mark Snowwhite
(Notes by Sterling Warner)

Charles Williams will replace former Region IX Co-director , Michael Dinielli; Dinielli now serves as ECCTYC's Second Vice-president.

Mark Snowwhite has been busy as ever as in the capacity of ECCTYC's liaison to the Academic Senate for California Community Colleges. Following is a recap of a particularly important paragraph from his recent Academic Senate report for *inside English*:

The Senate continues to allow for ample consideration and debate about raising Title 5 associate's degree requirements for English and mathematics. After breakout sessions during the last two plenary sessions and the two statewide colloquia on this issue, the Senate provided yet another opportunity for faculty to weigh in on this matter. A paper summarizing positions is planned for the Senate's fall session when we can expect resolutions for raising the standards in both disciplines to come to the floor for impassioned debate. Because changing requirements for an associate's degree is clearly an academic matter, any Academic Senate recommendation on this issue would almost certainly be accepted by the Board of Governors. Last year ECCTYC adopted by resolution the position that a college-level English composition course be required for an associate's degree.

Among other things, Snowwhite chairs the IMPAC committee, and in this capacity and others, he has been serving as a valuable resource for the entire ECCTYC Board and beyond. There is a degree of anxiety among CSU's English faculty about having to conform to the SB 1785 mandates/ CSU has its separate lower division major preparation project, the aim of which is to establish systemwide lower division preparation packages for their 30 most popular majors. IMPAC plans to work with department heads (or their designees) in all of these majors. The idea seems to be that we will have an opportunity to influence the final packages, although what influence community college faculty will have no one knows.

Region X:

Carmen Jay

Several colleges in this area were recently informed that the placement test we had been using is no longer on the state's approved list. Faculty are trying to network with colleagues from other colleges to determine options for a new test.

[Michael Dinielli Writes: *Carmen: At Chaffey, the Accuplacer is used. It is on the approved list and is valid until 2006. The publisher is currently re-validating the test, so hopefully it will continue to be on the Chancellor's list in the future. However, it is my understanding that you can continue to use the DTLS if you validate it locally. Validation is normally a job performed by the publisher, and it is an effort I would not wish on any English department without the full support of topnotch Institutional Research wizards.]*

At our college, Accuplacer has been working well (the English department established cutoff scores with guidance from Institutional Research). The Test, combined with multiple measures and prerequisites, has placed students well in the 160 or so composition classes offered each semester.]

Some colleges have gone through the first round of accreditation visits. Faculty report ambiguity re: student learning outcomes; no clarification from the site visit team. One recommendation made to three colleges in region: great need to diversify faculty.

New contract faculty positions are becoming available. One district was in danger of being fined for being too far below the 75/25 ratio.

Adjunct Instructor at Large: Darrell Thompson

It seems things may be improving job wise. There are already 2 full-time jobs available in the state, which is a bit unusual this early in the year; they usually show up later Nov- April or so, with most coming in the Spring. This may bode well that we are "turning that corner" towards a better hiring season.

Also of note is that there are a number of part time positions available throughout the state. Good news if it means campuses have money and classes (needs) possibly adding to the "corner turning" scenario, and if

it means there will be more people who can get jobs or people who can get more work. Bad news if it means exploitation expands with no promise.

I have recently been studying health benefits for part timers and have found that a few districts provide health care for their adjuncts under certain conditions. At one of my campuses, I am involved in a push to get health care. We are examining plans and looking at language. I would like info from all the reps on this. What districts offer plans and to what extent?

Another positive that has developed is technological. Many books or publishers now offer testing apparatuses where students can take grammar tests, and get scores that are emailed directly to the instructor or, in some cases, downloaded into a class roster that the instructor has set up. This of course can benefit all teachers but busy adjuncts gain the most for this. Also, they can come with other help from research aids to journal writing locations; web site building and maintenance aids to grading software.

Appendix C: *inside english* Editor Report:

Production Overview:

- Over summer, I researched major professional journals in our discipline, such as TETYC, College English, PMLA, as well as others outside our discipline; analyzed size, layout design, circulation numbers, and who advertises in these periodicals.
 - Designed a professional-looking ad rate sheet to solicit advertising support.
 - Designed an accompanying ad insertion order form.
 - Applied for ISSN number-Librarians I spoke with said any serial publication ought to have an ISSN for tracking, for archiving, for ordering. Still waiting on the response from Library of Congress.
 - Copyright release form (technically we've been publishing articles illegally). I created a copyright release form that I am using with authors whose work *inside english* publishes. If we want, for a fee we can register copyrights with LOC for a fee; given our financial situation, I don't recommend this.
 - New look for *inside english*: size; redesign; consistent appearance for articles.
 - Established submission and advertising deadlines for 2004-05.
 - Submitted a CFP on the UPenn CFP listserv to solicit more article submissions.
 - Advertising on website: we will be getting more people interested in the journal who are requesting individual memberships (production costs: \$2.70 per issue; \$8.10 per year).
 - Need to revise single-issue and 1-year subscription rates.
 - Met goal my of distributing 4300 copies of *inside english* during week of Sept.12-18; Used USPS Media Mail rate to save money, but delivery take 2-3 weeks.
- Inserted the new rate sheet and a personal letter introducing myself and the journal with all parcels of *inside english*. sent out. Lynn Fauth offered to help package and mail, but the delay caused by the decision over how many copies to print, the Labor Day holiday, and a malfunctioning printing press caused a 2-day delay, so Lynn was not able to help. His intent, nevertheless was well appreciated.
- Two weeks later, I used database distribution list to verify that statewide English chairs received their i.e. package. No one reported any missing packages. However, board member Edith Conn @ Ventura College reports they have not received their package.
 - Sent complimentary copy of *inside English* to past presidents and Barbara Bilson.

Reactions to *inside english*:

- One person said, "The new look of inside english now makes me want to submit an article."
- A book rep who has seen i.e. in past incarnations said that the new look immediately caught his attention when he saw it on a table; he began reading through it and liked its layout.
 - One current author wrote back requesting that I remain the permanent editor.

- My only professional complaint is that the contrast ratio is not high enough for best readability. Another colleague emailed me with the same comment.
- Overwhelmingly, the response has been very positive.

Printing Issues:

- Sent RFPs to 12 printers; 8 bids returned. Used the most competitive printer who also agreed to work with my production schedule. (Bid range: \$5,600 to \$14,800.) i.e. printing will go out to bid for next fiscal year during the summer.
- Print Run: Treasurer's report from last spring called for 4300 copies; actual total demand is 4600 copies. Bruce Henderson had been printing 5,000 copies. I also consulted the 2003 Directory to add up total copies needed. I ultimately printed 4300 pieces at Sterling's request. To accommodate this number rather than the 4600 copies actually requested, I compiled a list of what schools had paid their memberships in the past 3 years to see whether we should cut back the number of copies we send out. The results are in the Excel spreadsheet and are based on past Treasurer's reports. The 2003-4 year is the most accurate because I received an update from Sara in August. In discussions with the Executive Board, I suggested 2 options: Option A would be to limit to 1 copy schools that had not paid their membership in 2 of the last 3 years. Option B would reduce the copies the delinquent schools receive on a percentage basis. Option B was chosen and applied to all colleges whose membership status is "non-active" due to non-payment of their institutional membership from last year (2003-04). For delinquent schools, their order was reduced by 22% to maintain the total of 4300 copies. 50 of 119 English departments did not pay in 2003-04.

Funding and Memberships:

- Institutional rate: not receiving enough income to cover costs. Last fiscal year, 50 colleges did not pay their invoices, which represents \$6,325 in lost revenue according to Spring 04 Treasurer's report.

Advertising (See Rate Sheet handout)

- Need about \$6200 in advertising revenue to make i.e. self-sustaining each issue
- 3 cover ads at \$750/page
- 7 inside ads at 650/page
- Each page costs \$103.52 to print

Selling Ideas:

- Target CSU graduate programs
- Possibly sell these in local Borders
- Investigate Amazon selling these for us

Other:

- I'd like to submit i.e. for an award for Best Journal Design (new journal design last 3 years); Phoenix Award for Best Significant Editorial Achievement (overall effort of revitalization or transformation). This is sponsored by the Council of Editors of Learned Journals (CELJ).
- Request a ruling on printing previously printed material (esp. poetry).
- It would be a good gesture to send outgoing editor, Bruce, a thank you for his years of service as editor. Also one to his wife, Angela.
- Encourage the board to thank Christine @ Visual Mix for pro bono design work on the new *inside english*. issue. Visual Mix address: 454 Kioldstad Drive, Placentia, CA 92870-1507.

Appendix D: Web Editor Report:

Web Content:

- Posted Spring 04 minutes.
- Posted latest issue of *inside english*.
- Updated pages for *inside english*, including advertising material.
- Created mock website for 2005 English Council conference.
- Extensive updates to future conferences.
- Posted file for electronic ECCTYC letterhead.
- Updated Regional Directors (please advise of additional updates).
- Are there any new CCs in your region to add?
- Updated the treasurer@ecctyc.org e-mail address to redirect mail to Tina Ramsey, the new treasurer.
- Send me ideas for new content that your region and respective colleges would like made available.

ECCTYC Listserv:

- To be sure all Board members are receiving necessary Board-related information, I encourage the Board to use the listserv address rather than mass mailing everyone with a distribution list because the listserv will be sure to send messages to all Board members as long as they are subscribed.
- Sent out invitations for the new Board members to join the listserv; Eileen has joined.
- Any new Board members who are not receiving messages from the listserv, please contact me.
- If you need to change your e-mail address in the listserv, please refer to the directions on how to use the listserv. Send me e-mail if you need these.
- Removed e-mail addresses of prior Board members from the listserv.
- Created the following Board listservs: Exec Board listserv; Communications Committee listserv; Innovative Programs Committee listserv; Statewide Chairs listserv (not in use yet)

ECCTYC Chairs Database:

- Sent out the Excel file asking Regional Directors to verify and update the contact information for department chairs within your regions. I received updates from *some* of Board Directors. We still have holes that we need to fill in the e-mail address category.
- Posted copy of current database on the Website.

Appendix E-1: **ECCTYC Resolution Calling for Maintenance and Expansion
of English AA Degrees at California's Community Colleges**

Whereas most literature classes fulfill the general education humanities requirement at community colleges and are approved for transferable elective or major credit—regardless of one's vocational or academic major; and

Whereas employers have discovered that English majors at any level (AA, BA, MA, PhD) develop competencies that are in high demand in any vocation, including good verbal and written communication skills, strong analytical and problem solving aptitude, superb organizational and research abilities, valuable creative and innovative thinking skills, and a developed sense of information competency; and

Whereas the English AA offered by California Community Colleges provides a valuable stepping stone to many majors and lifetime careers outside of teaching, library work, or law, and a growing number of students view the English major as a preprofessional degree that enhances their ability to write, read, think, and speak more effectively; and

Whereas English is not a commodity but an investment in future generations; and

Whereas the English AA could be decimated at California Community Colleges as a result of pressure not to offer a range of literature courses; and

Whereas any decrease in the number of English AA programs would constitute a grave disservice to community college students now and in the future; therefore be it

RESOLVED, that ECCTYC commend current English AA programs in California Community Colleges; and be it further

RESOLVED, that ECCTYC encourage district policies across the state that will insure their continuance; and be it still further

RESOLVED, that ECCTYC urge California Community College English departments that do not offer students the option of an English AA degree to develop one.

The ECCTYC Board of Directors
October 22, 2004

Appendix E-2: Affirming ECCTYC's Resolution on the Minimum English
Composition Requirement for Graduation with an Associate Degree
(October 21, 2004)

Resolved, that the English Council of California Community Colleges (ECCTYC) reaffirm its resolution on the minimum English composition requirement for graduation; namely, that *ECCTYC urges community college faculty to adopt the successful completion of a college-level English writing course as a requirement for the Associate of Arts and the Associate of Science degrees.*

Be it further resolved, that ECCTYC support the state Academic Senate of California Community Colleges' resolution to change the current Title 5 requirement for English leading to associate degrees; namely,

that the Academic Senate for California Community Colleges recommend to the Board of Governors that the associate degree minimum requirement for English in Title 5, section 55805.5 be changed to read "an English course at the level of the course typically known as 1A, either English 1A or another English course at the same level and with the same rigor, approved locally."

**ECCTYC Resolution on the Minimum English Composition Requirement
for Graduation with an Associate Degree**

Whereas the mission of the California Community Colleges includes preparing students for transfer to four-year institutions or for a career by providing two years of college-level study for which students receive an Associate of Arts or an Associate of Science degree;

Whereas today's work environments require the abilities to read and write critically, to comprehend and react to complex texts, and to conduct research and prepare reports;

Therefore, ECCTYC urges community college faculty to adopt the successful completion of a college-level English writing course as a requirement for the Associate of Arts and the Associate of Science degrees.

ECCTYC Board of Directors
May 2003

Appendix E-3: Resolution on ECCTYC Consultation for College English Policies,
Proposals, and Decisions

Whereas the English Council of California Two-year Colleges (ECCTYC) keeps instructors, administrators, and institutions informed on best English teaching practices, up-to-date pedagogy, and current local, state, and national issues and policies; and

Whereas ECCTYC, the UC and CSU English Councils, English department chairs, composition coordinators, and college representatives, work together to insure the continuance of a quality English composition experience for our students in higher education; and

Whereas many decisions on policy and procedures directly affecting students and faculty, including an expanded effort to “outsource” CSU composition students to community colleges, frequently have been made without consultation, input, and informed advice from ECCTYC; therefore be it

RESOLVED, that ECCTYC urge the CCC Chancellor’s Office and other groups/task forces to include ECCTYC in all major English policy proposals and decisions that impact student learning and faculty instruction.

The ECCTYC Board of Directors

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October 22, 2004