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ENGLISH COUNCIL OF CALIFORNIA TWO-YEAR COLLEGES  
TYCA PACIFIC COAST  
BOARD OF DIRECTORS' MEETING, OCTOBER 25-27, 2006  
THE DANA RESORT HOTEL, SAN DIEGO, CALIFORNIA

UNAPPROVED MINUTES

**Meeting conducted by** Tom Hurley, President

**In attendance:** Susan Cooper, Elissa Caruth, Chella Courington, Elena Cole, Edith Conn, Michael Dinielli, Gary Enns, Erik Fritz, Gary Graupman, Judie Hinman, Tom Hurley, John Johnston, Optimism One, Heidi Ramirez, Tina Ramsey, Jacqui Shehorn, Sterling Warner, Charles Williams, and Susan Yonker

**Absent:** Sravani Banerjee, Darren Chiang-Schultheiss, Shant Shahoian, Mark Showwhite

**Thursday, October 26, 2006**

**I. CALL TO ORDER:**

Meeting called to order: 8:38

Welcome and introductions: Hurley

Introductions.

Announcements:

Carmen Jay will step down as regional rep because of the death of her husband.

Shahoian, Chiang-Schultheiss, Snowwhite will not attend.

Yonker arrived and introductions were repeated.

Williams and Courington arrived.

1. Approval of Spring Board Meeting Minutes

**Motion to approve Spring 2006 minutes. Motion seconded and carried.**

2. Additions/Deletions to the Agenda

Additions to New Business:

1. Listserve
2. Implementation of New Minimum English Requirement for AA
3. State Basic Skills Initiative
4. Community College Initiative
5. Liaisons with Academic Senate, FACCC
6. Board of Governors
7. Plagiarism (Courington)
8. Training of Community College English Faculty, especially in reading
9. Update on TYCA Survey (Warner)

4. Approval of the Agenda—**Motion to approve revised agenda. Motion seconded and carried**

**II. 9:00: OFFICER REPORTS:**

1. President—**Hurley**

- See attachment for full report
- Reported various communications, including President's Message for *ie* (See separate attachment)
- Visited possible sites for 2007 conference
- Updated bank and credit card records
- Listed continuing concerns about ECCTYC

2. Past President—**Warner**

- See attachment for full report.
- Reported YRC conference was successful. Flachmann presented EAP workshop.
- Attended EAP Training Workshop
- Visited possible sites for 2007 conference
- Worked on TYCA Initiative Survey
- Attended Las Vegas workshop on placement and assessment
- Attended Fall NCTE
- Served on Public Image of Two-Year Colleges: Hallmarks of Fame & Shame Committee
- Attended CCCC 2006
- Held YRC 2006 Conference in Monterey
- Working on second book of poetry
- Served on ECCTYC nominating committee, which has chosen Michael Dinielli for next ECCTYC president.

3. First Vice-president—**Hinman**

- Reported 8 vacant positions on Board, which is a serious problem with conference coming up
- Requested that directors recruit new directors for vacancies in their regions
- Reported we need another adjunct representative; it is the responsibility of all of us to find one
- Reported there are no reps in region VIII; all those schools are getting no information  
**Action: Marheine** to call someone from Cypress. **Warner** to contact Sara Blake for recommendation.
- Former Board member Lee Herrick has a book coming out, is working on an anthology and a textbook

4. Second Vice-president—**Dinielli**

- Finalized draft of mission statement. (See Section IX.3 below).
- Reported statement of minimum qualifications for teaching needs to be updated
- Wrote recommendations for minimum qualifications for graduation
- Wrote about SLO's to ensure they are faculty driven rather than administration-driven
- Expressed appreciation for letter from Hurley regarding funding for ECCTYC attendance.

5. Secretary—**Cooper**

- Circulated college and home addresses to be updated.

6. Treasurer—**Graupman**

- Circulated receipts for our Board meeting fee.
- Sent corrected invoices for institutional membership dues; about 48 have responded so far, as opposed to 28 last year at this time
- Circulated Treasurer's report (See attachment)
- Circulated list of institutional memberships and payments received. (See attachment)

7. TYCA Rep—**Caruth** Conference in November; requested information for TYCA report

**III. ECCTYC REGIONAL CO-DIRECTORS' REPORTS** (See attachment for full reports)

Region I	Ramsey/Johnston	Region VI	Courington
Region II	Cole	Region VII	Shahoian
Region III	Banerjee/Ramirez	Region VIII	Positions vacant
Region IV	One	Region IX	Snowwhite/Williams
Region V	Shehorn	Region X	Yonker

Discussion:

- **Hurley**: Identified common themes in reports: reading, writing centers, assessment. Asked if there were any burning issues.
- **Courington**: raised concerns about “ghettoizing” of pre-comp courses, taught mostly by adjuncts. Some discussion; bring back discussion for next meeting. **Hinman** suggested reps survey their colleges regarding this issue and discuss results at our next meeting.
- **Action: reps to survey their colleges regarding developmental and basic courses being taught primarily by adjuncts; results to be discussed at our next meeting.**
- **Ramirez** reported strike at Hartnell ended; with use of mediator, some salary increase for full-time faculty and adjuncts; improvement in cost of health-care benefits.

#### IV. OTHER REPORTS

- 1) Adjunct Co-Director: **Fritz**
  - See attachment for full report
  - Reported compensation at Marin is 95% pro rata pay compared to full-time
  - Reported on SB 847:raise percentage of part-time to full-time from 60% to 80%
  - Reported on AB 1972 hiring of short-term non tenure-track faculty
  - Requested that ECCTYC strongly oppose both bills. Discussion of problems and benefits of issues involved. **Warner** suggested we write a resolution on how we treat adjunct instructors. **Hurley** suggested we write a resolution reaffirming AB 1725 and its focus on teaching by full-time faculty rather than reliance on part-time faculty.
  - **Action: Warner, Fritz, Cole, Hurley will write resolution.**
- 2) ECCTYC Historian: **Conn**
  - See Regional Reports attachment for full report.
  - “The Archives continue to enjoy a beautiful viewspot—ocean, mountains—in the English Department workroom at Ventura College, on the third floor of the new Learning Resources building.”
- 3) *inside english* Editor’s Report: **Chiang-Schultheiss**
  - See attachment for full report
  - Fall 2006 issue will be 8 ½ x 11; printing should be under budget
  - Valentin Asiddao continues to volunteer as Poetry Editor
  - Special issue on plagiarism will be delayed until Spring 2007 or the next available issue
  - Fall 2006 issue will be sent after October 31.
  - **Action: Requested information about publication schedule for upcoming semesters and for promoting the October 2007 conference**
  - **Action: Hurley to contact Marilyn Fry regarding her memo about *ie***
- 4) CSU English Council: **Dinielli**
  - Attended general open session on composition; CSU’s have money to support their ideas. Some campuses have “college book” sent to each student free of charge.
  - Reported their discussion of reading as an integral part of the writing process. They are considering linking a reading class with a writing class
  - Reported Chaffey accepting English assessment from CSU’s
  - Reported they are pleased with their evaluation of their graduate students
  - Reported several campuses have had success in reducing comp class sizes
  - Kim Flachmann (CSU): next training sessions for EAP: June 20 and 22, 2007;
  - **Action: Hurley to notify us of locations of EAP workshops; they will also appear on our web site**  
Discussion: Community college faculty may be trained as trainers in the future.  
**Hinman** circulated copies of template from EAP workshop
- 5) The ECCTYC Web Site: **Enns**
  - Reported last time site had 1800 hits per month; this time about 1250 hits per month (May to October)

- Reported we need to switch to a new web host (we are paid through March); it is costing us \$350 a year; can get a better service for less money. We can probably solve current problems for now.
- **Action: Fritz to donate some design services for new website.**
- **Motion** to continue with Mirada until April 22 and then switch to Dream Host. Motion seconded. Motion withdrawn.
- Friendly amendment to make the change to a new host in January so that it will be running smoothly in time for conference information.
- **Motion to change from Mirada to a new host by February 2007 pending final approval by communications committee. Fee should not exceed current costs. Motion seconded and carried.**
- Reported we need to make decisions about developing and redesigning our website to “open source.”
- **Action: Communications committee to research website design.**
- **Action: Ramirez to send Fauth’s load study to Enns to include on website.**  
Discussion: If Fauth doesn’t want to continue with study, ECCTYC should pick it up and keep it current.

## V. LUNCH WITH CSU ENGLISH COUNCIL

## VI. OLD BUSINESS

Reconvened at 1:35 PM

1. Institutional Membership Committee report—Williams, et al.
  - See attachment for full report  
Long discussion: Suggestions for journal: put it online, possibly a shorter version; interactive online journal; one online and one print per year; suspend hard copy until we get our numbers up. We still need to get colleges to pay their dues so that we can do our work no matter kind of journal we have. Blog is good for getting people to website. Perception is that ECCTYC is just *ie*; how do we get them to see we do other things? Writers may not want to submit to an online journal. Offer scholarships to students at colleges that pay their dues. Tangibles are possibly more important to constituents than representation. Reps could hold ECCTYC regional book fairs, workshops, etc. Send 25 copies to each college and do an online version with password for members. **Action: Conn to see about funding for *ie* from state.** Charge a flat fee and send whatever number colleges need; change billing cycle; charge for base payment plus options. (Current billing cycle: we send bills in September; 2<sup>nd</sup> request in October; 3<sup>rd</sup> request in spring.) More suggestions: bill in fall for spring and following fall (calendar year as opposed to academic year); send two issues, but those could be the next two issues published after we receive their dues; need to separate paying for institutional membership from *ie*; charge flat rate, list benefits, and ask them to choose how many issues they want; raise the membership fee only.  
**Motion** to charge for the 2007-2008 year a base fee of \$100 for institutional membership with 1 complimentary copy and an additional charge of \$3 per additional copy. Motion seconded. Motion did not carry.  
**Motion** to charge for the 2007-2008 year a base fee of \$100 for institutional membership with 5 complimentary hard copies to schools that pay dues, 1 copy to those that do not, and an additional charge of \$3 per additional copy; copies would be available online. This issue to be revisited at annual ECCTYC meetings. Motion seconded. Motion did not carry.  
**Motion to raise all institutional memberships by 20% for 2007-2008. By the spring meeting institutional membership committee will bring hard copies of various options. Issue to be revisited at every ECCTYC meeting. Motion seconded and carried. One abstention.**

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2. Outreach, especially to Graduate Students **(One)**
    - **Action: Caruth to write letter to CSU and UC graduate student advisors and writing coordinators encouraging them and their students to work closely with ECCTYC to recommend graduate students to fill 2 positions (north and south) on our Board as full-fledged members.**
    - Discussion of pros and cons of making grad students voting members. Suggestions: we serve as mentors; they have advisory votes only; workshop at conference to explore their interest; study implications of changing the bylaws. Caruth's draft to be circulated online. Letter will be brought to spring meeting for signatures.

**Meeting was adjourned at 4:55 pm.**

**Friday, October 27, 2006**

## **VII. NEW BUSINESS (Cont'd)**

Meeting called to order at 8:39 am

1. Regional Director Tasks/Guidelines **(Hurley)**
  - Article VI, Section II of ECCTYC bylaws: responsibilities of regional directors (See attachment for full details). Discussion of necessity of creating list of English chairs and faculty for each college in region, getting colleges to pay dues, reminding those who pay late they will miss *ie*, organizing regional meeting of chairs (surveys, book fairs, writing consortiums similar to national writing project, issue, topic, best practice). Even at conferences, chairs don't show interest in meeting. We may need to schedule them pre- or post-conference.
  - Requested response to email and participation in email discussions
  - Requested help filling vacant regional director positions (Regions I-V are considered the northern region; VI-X are the southern region)
  - **Action: Hurley to draft job description to give to new directors**
2. Planning for October 11-13, 2007 Conference **(Ramirez)**
  - Location: Burlingame Doubletree (we were priced out of San Francisco); airport shuttle, train, BART, no minimum on food and beverage; no parking charges.  
**Action: Ramirez will provide information about number of rooms to Program Committee**
  - Working title: California Culture: the Arts, Education, and Emerging Pedagogies  
Discussion: many suggestions.  
**Motion to adopt California Cultures: Changing Teaching; Teaching Change Motion seconded. More discussion of implications of title. Question was called. Motion carried.**

**Break for JOINT MEETING WITH CSU ENGLISH COUNCIL**

## **VIII. New Business (continued)**

- Conference Committees:
  - Speakers: **Courington, Warner, Caruth, Johnston**
  - Local attractions: **One**
  - Program: **Cooper, Hinman**
  - Program layout: **Fritz**
  - Registration and Name tags: **Graupman, Tina, Cooper (John)**
  - Promotion Logos and flyer: **Chiang-Schultheiss, Caruth, Fritz, Ramirez**
  - Nina Theiss Award: **Hurley, Caruth, Courington**
  - Best *ie* Article: **Hurley, Enns, Yonker**
  - AV Committee: **Hurley, Ramirez, Banerjee, Fritz, Enns**
  - Photography: **Graupman**
  - Ribbons: **Banerjee**
  - Evaluations: **Cooper and Hinman**

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Timeline: **Ramirez**

Advertising/exhibits: **Ramirez, One, Chiang-Schultheiss**

- Discussion:
  - **Action: Registration committee will set up a PayPal or similar account for online payment.**  
**Hinman** presented speaker suggestions from evaluations of last conference.  
**Action: Hinman will send suggestion list to speaker committee.**  
**Hinman** requested Call for Proposals go into fall issue of *ie* due by Monday; it also needs to go on website immediately. Need to change webmaster and website right away to accommodate conference information.
- Deadline established for conference proposals: July 1, 2007.

3. ECCTYC Flyer (**Dinielli**)

- Motion to approve Mission Statement as revised:  
“The English Council of California Two-Year Colleges (ECCTYC) represents full and part-time community college faculty and their departments by promoting excellence in teaching English, by advancing quality, learning-centered English programs to a diverse student population, and by articulating the concerns of the discipline to professional and policy making organizations. ECCTYC is TYCA Pacific Coast.”  
Discussion to continue at next Board meeting.  
Motion withdrawn.

4. California Community Colleges Basic Skills Initiative (**Warner**)

- Purpose is to investigate “how people learn and to identify those teaching methodologies and support structures that promote the learning process in basic skills courses.”
- See attachment for full report

5. TYCA Research Initiative Committee (**Warner**)

- Aware that data grows old quickly, committee is focusing on analyzing the data.
- See attachment for full report

6. Implementation of New Minimum English Requirement for AA (**Warner**):

- “The new English minimum will become a course with the level and rigor of freshman composition.”
- See attachment for full report

7. Board of Governors:

**Motion to nominate Michael Dinielli to Board of Governors. Motion seconded and carried.**

8. List-serve: **Enns** to work on solving the problem

**IX. Motion to adjourn. Motion seconded and carried. Meeting adjourned at 12:00 pm.**

Reminder: Spring 2007 ECCTYC Board Meeting  
Doubletree, Burlingame  
April 18-20, 2007