

ENGLISH COUNCIL OF CALIFORNIA TWO-YEAR COLLEGES
BOARD OF DIRECTORS' MEETING, April 20-21, 2006
THE DOUBLETREE, BURLINGAME, CALIFORNIA

APPROVED MINUTES

Meeting conducted by Tom Hurley, President

In Attendance: Susan Cooper, Elissa Caruth, Darren Chiang-Schultheiss, Elena Cole, Edith Conn, Mike Dinielli, Gary Enns, Erik Fritz, Gary Graupman, Lee Herrick, Judie Hinman, Tom Hurley, Optimism One, Heidi Ramirez, Tina Ramsey, Shant Shahoian, Jacqui Shehorn, Sterling Warner, and Charles Williams.

Absent: Sravani Banerjee, Chella Courington, Michael Hale, Carmen Jay, Roger Marheine, and Mark Snowwhite

Thursday, April 20, 2006

I. Call to Order:

- A) **Welcome and introductions:** The meeting was called to order at 8:45 a.m. by President Tom Hurley. Those in attendance introduced themselves.
- B) Minutes of the October meeting were approved
- C) The agenda for the meeting was changed: Academic Senate report was deleted; Impac and Matriculation/Assessment were added. The new agenda was approved.

II. Officer Reports:

A. President: Tom Hurley

- introduced new Board member: Optimism One (aka Op).
- reported that he had done a survey at the last Board meeting to determine how many members receive some sort of financial support for travel; of the 24 out of 25 who responded, 63% receive some support; 21% receive staff development funds and/or refund of conference fees.
- reported that the editor of TETYC asked him to recommend someone for its editorial Board; he recommended Sterling Warner.
- sent documents to the new regional director, letters to college presidents of each region, and thank you letters to Pete Marcoux for serving as conference chair and to Ventura College for storing ECCTYC's archives.
- attended the northern IMPAC meeting and the TYCA meeting at 4 C's.
- voiced the following concerns:
 1. ECCTYC's financial stability
 2. need to fill empty Board positions

3. need for more contact between Directors and the colleges in their regions
 4. need for submissions to *ie*
 5. need to improve public relations throughout the state, better use of media
 6. need to review and possibly renew ECCTYC's mission statement
 7. need to develop ECCTYC's connection with TYCA
- voiced the following professional/curricular concerns:
 1. establishing a minimum English requirement in state of California
 2. determining the role of reading in composition courses; communicating with other instructors across the state and nation on how to fill the reading gaps in the backgrounds of students
 3. training of new community college English instructors
 4. supporting and integrating adjuncts
 - thanked regional Directors for submitting their regional reports.

A. Past President: Sterling Warner reported:

- He attended the CSU meeting in the Fall; no new resolutions were passed. Issues discussed were the AP literature exam. No decision was made on "3" as an acceptable score on the AP exam.
- The task force on EAP (Early Admissions Program) would like more involvement from community colleges.
- He attended the IMPAC meeting, commented on a notable lack of representation by CSU.
- He attended CCCC. Regarding the national TYCA initiative, there was discussion on how to make use of the data that has been collected. Colleges with exceptional programs will be interviewed. The culmination will be a presentation at CCCC in Fall of 2007.
- The Young Rhetoricians Conference has a new website; Warner requested submissions for conference presentations.

B. First Vice President: Lee Herrick

- Welcomed new Board member and announced upcoming elections. The following co-directors are up for re-election:
 - a. Elena Cole Region II
 - b. Svarani Banerjee Region III
 - c. Jacqui Shehorn Region V
 - d. Charles Williams Region IX
 - e. Carmen Jay Region X

Ballots will go out the week of April 24-28, 2006 to the above colleges.

- Announced the following regions have vacancies:
 - a. Region I (one vacancy)

- b. Region II (one vacancy)
- c. Region IV (one vacancy)
- d. Region VII (one vacancy)
- e. Region VIII (one vacancy)
- f. Region X (one vacancy)

The treasurer position is also open; position needs to be filled by tomorrow.

- mentioned the proposition regarding community college funding was sidelined and won't be on the November ballot.
- reported the documents, *Guidelines for Preparation of New Faculty and Teacher/Scholar* have been sent to community colleges as PDF files; he suggested we send them again to promote ECCTYC. **Caruth** will send hard copies to regional directors, who will then send them on the presidents, deans, department chairs in their regions.
- suggested updating the ECCTYC directory
- offered thanks for the regional reports.

C. Second Vice President: Michael Dinielli reported:

- He has emailed the *Preparation of New Faculty and Teacher/Scholar* documents to his own faculty.
- He attended the CSU meeting on April 19 in which the EAP was discussed. There is some concern about the lack of literature being taught, with nonfiction now being preferred. The EAP task force reported that students benefit from annotation. The task force also mentioned including UCs and community colleges in EAP training.
- According to the Chancellor's office, there are 495 placement instruments in California community colleges; a movement has begun to use a single appropriate instrument in all California community colleges.
- The LDTP (Lower Division Transfer Pattern which takes the place of the CSU pattern) has no real impact on our English Departments because there are few English majors.
- Students from AP programs (who have skipped English 1A) are not well equipped for English 1B
- Concern from IMPAC is the possible drop of the research requirement from English 1A.
- We should reaffirm our position on English 1A as the requirement for the AA degree because there is a push from administrations and counseling to keep the lower requirements.
- Chaffey has threatened to drop the load factor for composition; if that happens, instructors will retaliate by making English 1A a four-unit course.
- Subcommittees have been formed at Chaffey to develop SLO's; Chaffey has good administrative support.

D. Secretary: Susan Brant Cooper circulated Board members' home and office information and asked that members update and/or initial them. See attachments.

E. Treasurer: Tina Ramsey circulated the Treasurer's Report. See attachments. We are in the black; however she pointed out that if we were to publish a spring issue of *ie*, we would reduce our bank account to an unacceptably low level. There was concern that our membership expects two editions, but since the fall issue was not delivered until January 2006, they will most likely not feel cheated, and it is more fiscally responsible to omit the spring issue. **A motion was made to omit the spring 2006 issue of *ie* and focus on the fall issue instead. Motion seconded and carried.**

F. TYCA Representative: Elissa Caruth reported:

- a huge learning curve as a new TYCA representative
- enrollment in community colleges across the nation is down
- grant for TYCA Initiative expires in May; TYCA Board will continue as a standing committee
- data collected needs to be formalized before being disseminated so that it won't be misinterpreted
- NCTE will focus on professional development for all levels of teachers in the coming year; check website for more information
- NCTE/TYCA now have a national office in Washington D.C., staffed by Paul Bodmer
- New editor for TETYC is Jeff Sommers
- Sharon Mitchler's term as TYCA chair is ending; it will be filled by Eric Bateman in the fall
- Elissa will get "glossies" of *Guidelines for Preparation of New Faculty and Teacher/Scholar* to disseminate to regional directors
- Lee pointed out that ECCTYC's representative to TYCA is required to make two trips a year, which cost about \$1500 each (without food); wants Board to consider increasing our yearly stipend of \$2500. Sterling suggested we add \$500 if we can afford it; Tom requested we include this item in the budget discussion.

III. ECCTYC Regional Co-Directors' Reports

- See attachment for written reports

IV. Other Reports

A. Adjunct Co-Directors: Erik Fritz reported:

- Contract issues in State Center Community College District
 - No pay for office hours
 - A slight increase on hourly pay retroactive to July 2005
- Adjuncts feel disconnected, disorganized, and uninvolved
- Suggested ECCTYC website include a section, possibly a discussion board, for adjuncts

B. Historian: Edith Conn reported:

- ECCTYC has been enjoying file cabinets with a view! That is we have two file cabinets in the workroom of the English Department at Ventura College,

located on the third floor of the almost new Learning Resources Center, with views of the ocean and Channel Islands - on days when the sun and clouds cooperate. I am trying to keep a good record of our fall conference breakouts and some of the organizing material for the future. We had a request for an old issue (1980's) of *inside english* which led me to search places like my basement (really this 1920's Ventura house has a small one) and some of my Academic Senate files. I think eventually ECCTYC will have useful files for future generations of English teachers and ECCTYC members.

B. ***inside english* Editor:** Darren Chiang-Schultheiss reported:

- See attachment for written report
- **A motion was made to reduce the format size of *ie* to save money. Motion seconded and carried.**
- **A motion was made to maintain the existing *ie* budget. Motion seconded and carried.**
- Suggested setting the dues for each institutional membership at \$85 plus the cost of the number of journals ordered
- **A motion was made to reduce the budget for each issue to \$5500.00. Motion seconded and carried (contingent on how many schools pay their dues)**
- Current ad rate is \$750.00 for an inside or outside cover; \$650.00 for an inner page
- Board requested that Darren research ad prices in TETYC and other journals
- Elissa suggested that selling ads be the responsibility of one person; Darren has template letter available (see attachment). Optimism One (Op) volunteered to be responsible for selling ads
- It was suggested that we obtain a list of libraries and invite them to subscribe to *ie*.

C. **CSU English Council:** Michael Dinielli reported:

- At CSU, the MA in literature continues to be the most common degree of those who go on to teach; some CSU's are adding other degrees.

D. **The ECCTYC Web Site:** Gary Enns reported:

- Visitors per month appears to be an average of 3800; per day, 133; however, it was pointed out that the technology to monitor "hits" is not good. Total number of unique IP's (a more accurate assessment) is 1800 a month.
- Blog is being used; however, we need to encourage more activity. Gary suggested we could send information to him if we don't want to contribute ourselves.
- Website needs to be redesigned to include graduate students and adjuncts, which would include profiles (pictures and information); redesign would require some additional funding. *Fresnofamous.doc* and *inthegrovet.net* are sample websites to visit.

- Board requested that Gary research the possibility of new web design, costs, etc.

V. Lunch with CSU English Council

VI. Old Business

A. Institutional Membership Committee: Charles Williams reported:

- See attachment (which will be forwarded when I receive electronic copy)
- Findings:
 - The current pricing is not proportional and is misleading; there is some confusion within colleges that the dues are only for *ie*; it was suggested that *ie* is not the main benefit of membership.
 - Second notices are sent out as early as October and as late as the beginning of the spring semester
 - Over the past five years there have been a core of 60-70 colleges that pay their membership dues
 - Delinquent colleges should be notified by regional directors, not the treasurer. Regional directors are considered “treasurer liaisons.”
 - Colleges need to be reminded of ECCTYC’s other offerings/benefits and yearly dues.
 - Committee suggested that colleges should pay a flat rate for the first 25 copies, then an additional \$25 for each bundle of 25 copies (our last print run was 2800 copies). Discussion ensued on how to charge colleges for membership and journals. Other suggestions were that we charge a lower flat rate plus a per-copy charge and make our budget more apparent or that we charge a flat fee based on the number of faculty or the enrollment. It was suggested that ECCTYC needs to represent every college, not just those that pay. It was suggested that we not institute a new billing structure just yet.
 - The issue of an online *ie* was raised—should it be considered only as a final option? It was suggested that we send out an article or poem or the table of contents as a “teaser” if we go to an online issue.
 - To reach our constituents, we need to answer the question: What is ECCTYC and what is it doing for you? Regional directors need to become both salespersons and bill collectors. The idea of a newsletter was raised. It would go out once a semester, summarizing our meeting. It could contain summaries of major issues from FACCC and NCTE and be forwarded to directors for them to send out.
 - We need to define who we are. A brochure should be updated and sent out; we should make a list of our accomplishments (resolutions, national representation, our new Washington D.C. office); issues of importance to adjuncts should be included.

- We need to share new ways of contacting colleges so all directors can try them.
- **A motion was made to table the discussion of *ie* and membership rates until Fall 2006. Motion seconded and carried.**
- **A motion was made to establish an e-newsletter. Discussion tabled until after CSU presentation**

VII. CSU TWELFTH GRADE EARLY ADMISSIONS PROGRAM (EAP) TASK FORCE: PRESENTATION OF EAP CURRICULUM COMPONENT

- John Edlund and Kim Flachmann reported CSU created a plan to reduce the need for remediation of CSU students to 10% by 2007. Several programs were instituted but failed: CSU sent graduate students to tutor middle school students; then CSU faculty worked with high school faculty; EPT scores did not rise. Students take the EAP test at the end of the junior year to predict whether they will pass the EPT. The philosophy was that early assessment was remediation in itself: if students know they won't pass, they will do what is required in order to be prepared. The program administrators learned that intervention was needed along with early assessment and that intervention would require a semester-long course for students. The *12th Grade Expository Reading and Writing Course* was developed; the committee had to learn about state standards and had to focus on reading. They wrote lessons, then created assignments and a template to keep everyone "on the same page." Out of the 964 high schools in the state, the program is now being used in 340 high schools. Teachers had been trained to teach literature but asked trainers to focus on nonfiction because they didn't know how to teach it; they needed to be trained to do rhetorical analysis. Currently, 1400 teachers have been trained. The modules that were developed will be available online; each module covers two or more weeks. Future training sessions will be held in Sacramento on June 23 and at LAX on June 28. Edlund and Flachmann asserted that community college instructors should be involved and asked how many of us were interested in the training. They will check into the possibility of our being included.

VI. Old Business (continued)

A. Institutional Membership Committee

- **A motion was made to pilot an e-newsletter once per semester; content will be decided by Shohaian and Hinman. Motion seconded and carried.**

Meeting adjourned at 4:47 pm.

Friday, April 21, 2006

VI. Old Business (continued)

A. Outreach

- See attachment for objectives, findings, and suggestions (will forward when I receive electronic copy)
- Discussion of reaching out to ESL and reading teachers, but there was some concern about changing our mission. It was suggested that we try to fill vacancies on the Board with English faculty who are also ESL instructors and reading instructors rather than creating new positions.
- It was recommended that we revise and fine-tune our mission statement and that it be included in every issue of *ie*. Dinielli, Williams, Caruth, and Warner will revise our mission statement.
- A motion was made to add 1-2 at-large graduate student positions to the Board; they would be considered full-fledged members of the ECCTYC Board. Graduate students on the Board would lead to more awareness of ECCTYC, more submissions to *ie*, more conference attendance. It would require a change in the bylaws of the ECCTYC constitution. **A motion was made to table the above motion until after the meeting with CSU. Motion seconded and carried.**
- Additional suggestions for outreach include encouraging graduate student awareness of ECCTYC; giving workshops on teaching in community college, focusing on both traditional and nontraditional audiences, adding to our web page information relevant to graduate students (how to get a full-time position, academic preparation), and reaching out to private universities.

V. Old Business continued:

- Changing dues for colleges won't affect us until Fall of 2007 or Spring of 2008; we need to decide what to do now. Institutional memberships do not generate enough money to cover the expenses of our organization. We could solicit ads for *ie*, reduce costs of the conference, or look for additional funding. It was suggested that our costs are now higher than they were, as they are for everyone; we could raise our rates or reduce our services.
- **A motion was made to change the pricing of institutional memberships and *ie*; the committee will research the details and inform the Board of its recommendations by June 1; we will vote online, with the effective decision to be made at the fall 2006 meeting. Motion carried with 15 affirmative votes and 2 negative votes.**

Meeting with CSU:

- CSU Board members discussed part-timer issues: freeway flyers and their sense of alienation
- Hurley thanked CSU for their presentation on EAP; handed out a few copies of *ie*; presented ECCTYC's position on English 1A as a graduation requirement; explained our idea of adding two graduate students to our Board and asked for their thoughts on the subject. They recommended we create an application that asked for students' involvement in other

organizations and required references. They also recommended a section in *ie* devoted to graduate students.

VII. New Business

- a. Reaffirmation of ECCTYC Resolution on Minimum English Requirements for AA Degree
 - o **A motion was made to reaffirm our position:**
 - o **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 reach 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.**
 - o **Motion was seconded and carried.**
- b. Four-unit courses omitted from agenda
- c. Adjunct office hours omitted from agenda
- d. WAC Programs omitted from agenda
- e. Region Director Tasks/Guidelines
 - Hurley handed out "Article VI. Section II, Region Directors and Adjunct Directors At-Large," listing the responsibilities of directors:
 - 1. Attend scheduled meetings (twice a year)
 - 2. Serve on at least one Board-related activity such as a committee
 - 3. Represent professional concerns of their regions
 - 4. Serve as articulation representatives
 - 5. Serve as secretaries of region meetings
 - 6. Serve as treasurer-liaisons
 - 7. Hold regular meetings of chairs in region (or chairs' delegates)
 - 8. Prepare regional reports in advance of each semiannual Board meeting
 - 9. Be available to the Board and region on a twelve-month basis
 - Hurley also presented the following list of suggested tasks and requested that Board members send ideas to him:
 - Re: 3, 4, 5:
 - Develop a list of school contacts at each college in the region
 - Develop an email list for all faculty at schools in the region
 - Establish a listserv of these contacts
 - Send out a newsletter at least once a semester
 - Re: 6:

- Work with the treasurer to determine which schools in region have not paid annual dues
 - Find out who is responsible for paying the dues at each college
 - Determine why the college has not paid and encourage payment
 - Make sure each college is getting enough copies
 - Re 7:
 - Work with co-director or organize at least one region meeting a year
 - Re 8:
 - Develop a list of issues and concerns from region between Board meetings
 - Re 9:
 - Read regularly and respond promptly to Board and regional emails
- f. Revisions to Disciplines List
- It was suggested that Speech be eliminated and that an MA in Rhetoric be added. Individual colleges can vote; if we have been relying on equivalencies, it may be time for a change. We will revisit this issue at our fall meeting.
- g. Reading as Part of English Program omitted from agenda
- h. Research Papers in Composition Classes omitted from agenda
- i. Initial Planning for October 2007 Conference:
- Ramirez will be conference chair
 - **A motion was made to hold the ECCTYC 2007 conference in San Francisco. Motion seconded and carried.**
 - **A motion was made to hold the conference in a hotel. Motion seconded and carried.**
 - Conference committee is Dinielli, Ramirez, Hurley, Warner, Cole
- k. Matriculation/ Assessment/Placement Discussions
- Members of ECCTYC are invited to a discussion forum to review the matriculation process, to “strengthen the assessment and placement function of matriculation.” Forums will take place on May 2 at San Diego Miramar College, May 4 at Ohlone College, May 4 at Pasadena City College, and May 12 at Cosumnes River College.

X. ELECTIONS

- Chiang-Schultheiss will continue as editor of *ie*
- Enns will continue as web editor
- Graupman will be treasurer
- Cooper will be secretary
- Ramsey will be Co-director of Region I
- Herrick will be Co-director of Region V
- Hinman will be First Vice-President

XI. COMMITTEE ASSIGNMENTS

- Newsletter: Hinman, Shahoian
- Revision of Mission Statement: Dinielli (Chair), Williams, Caruth, Warner
- Communications: Chiang-Schultheiss (Chair), Caruth, Enns, Herrick, One, Fritz
- CSU/CCC Relations: Warner (Chair), Chiang-Schultheiss, Dinielli, Hurley, Snowwhite
- Grants: Ramirez (Chair), Marheine, Williams
- Innovative Programs: Enns (Chair), Dinielli, Williams
- Institutional Membership: Williams (Chair), Chiang-Schultheiss, Herrick, Ramsey, Shehorn, Warner
- Part-timer Issues: Marheine (Chair), Fritz, Hale, Snowwhite

XII. Motion to adjourn at 11:50. Motion seconded and carried.