

---

**ENGLISH COUNCIL OF CALIFORNIA TWO-YEAR COLLEGES  
TYCA PACIFIC COAST**

**Board of Directors' Meeting, APRIL 18-20, 2007  
THE DOUBLETREE HOTEL, BURLINGAME, CALIFORNIA**

**UNAPPROVED MINUTES**

**Meeting conducted by** Tom Hurley, President

**In attendance:** Sravani Banerjee, Susan Cooper, Elissa Caruth, Darren Chiang-Schultheiss, Chella Courington, Elena Cole, Edith Conn, Michael Dinielli, Gary Enns, Erik Fritz, Gary Graupman, Tom Hurley, John Johnston, Optimism One, Heidi Ramirez, Tina Ramsey, Jacqui Shehorn, Sterling Warner, Susan Yonker

**Absent:** Judie Hinman, Christopher McCabe, Shant Shahoian, and Charles Williams

**Thursday, April 19, 2007**

**I. CALL TO ORDER:**

Meeting called to order: 8:40

Welcome and Introductions: **Hurley**

Moment of silence for Virginia Tech

Introductions

1. Approval of Fall Board Meeting Minutes: **Motion to approve Spring 2006 minutes. Motion seconded. Motion carried.**
2. Additions/Deletions to the Agenda:
  - Additions to New Business:
    1. Add regional directors' job description
  - Deletions to New Business:
    1. Delete plagiarism
3. Approval of the Agenda: **Motion to approve revised agenda. Motion seconded. Motion carried.**

**II. OFFICER REPORTS:**

1. President—**Hurley**
  - See attachments: President's Report, Thoughts on ECCTYC's Future, President's Message
  - Discussion: General positive comments on Hurley's leadership and ECCTYC's future. Regarding the future:
    - Warner:** We should consider a yearly conference
    - Lybarger:** We should consider putting *ie* online and print copies only for institutions that pay dues
    - Yonker:** We can do more with outreach to bring in revenue
2. Past President—**Warner**
  - Brought assessment and workload handouts
  - See attached 6-page report for following topics: Tasks and Activities; Fall 2006 NCTE Conference; CCCC's 2007; TETYC Editorial Board; CCCC's 2008 in New Orleans; the Young Rhetoricians' Conference)
3. First Vice-president—**Hinman**
  - No report

- 
4. Second Vice-president—**Dinielli** (see attached report)
    - Thanks to Mark **Snowwhite** regarding his work on basic skills. Chaffey's focus on basic skills has been very successful: rewrote curriculum, revised facilities, created success centers, hired 7 instructional professionals to staff centers, developed placement and assessment tools; success centers are the star of the program. Chaffey has tied writing center activities to course activities, developed workshops and study groups; those who attended the ten workshops showed an 85% success rate as opposed to 40%; retention, 97% as opposed to 71%; tutoring, 76% as opposed to 39%; retention, 93% as opposed to 71%.
    - **Snowwhite** spoke to the importance of well-trained tutors (including faculty).
    - Adjuncts get paid for staffing the writing center at non-instructional rate; full-timers can do equivalent of one course of their load.
    - Learning communities: some separate; some linked; all should be at least a year-long program, have same instructors for the year, and include enrichment activities as well as classroom instruction
    - Chaffey hired new instructors; are opening a second campus; they are seeing lots of changes and contract negotiations; so far they have best load factor in state.
  5. Secretary—**Cooper**
    - Circulated Board members' office addresses and home addresses to be updated.
  6. Treasurer—**Graupman**
    - See attachments
    - Current balance is \$16,815.42.
    - We have collected 71% of institutional dues, up from 60%
  7. TYCA rep—**Caruth** (see attached report)
    - TYCA Research Initiative nearing completion; if we want to use information, from it, we need to contact Jody Millward
    - Encouraged us to visit NCTE website; vote on change in bylaws
    - Encouraged us to submit proposals for NCTE and CCCC's and to publish in journals; asked us to send suggestions to Sterling for Fame and Shame award
    - Brought a journal and brochures of other conferences for us to consider regarding format
    - Suggested we consider individual subscriptions to *ie* rather than institutional subscriptions
    - Reminded us to vote in TYCA election.

### III. ECCTYC REGIONAL CO-DIRECTORS' REPORTS

- See attached reports

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

  - **Warner**: may get a person from El Camino for Region VIII.

### IV. OTHER REPORTS

- 1) Adjunct Co-Director: **Fritz**
  - No report: building of new website took all his time
  - Regional directors could provide him with information from their adjuncts.
  - Need adjunct directors from both north and south.
- 2) ECCTYC Historian: **Conn**
  - See attached report

- 
- Expressed concern that person who gave us space for storing archives at Ventura College is retiring; **Conn** will work to retain the space. **Dinielli** might be able to provide space at Chaffey if we lose it at Ventura. **Fritz** suggested we “go electronic” as well as keeping hard copies.

3) *inside english* Editor's Report: **Chiang-Schultheiss**

- See attached report
- Motion to set budget at \$6,000 for spring 2007 issue of *ie*. Motion seconded. Discussion: budget may be more than enough if we use less expensive format; may need that money for conference; we should not revamp too much because of importance of identity and consistency; need to consider cost of advertising for conference; may need an editorial board to address issues; motion from last minutes say budget should be \$5500; save discussion of *ie*'s future for later and focus on spring issue now; we've already accepted advertising for spring issue so can't make too many changes. Motion is revoked. Issue should come out early or mid-May; issue could be considered conference issue; could come out mid-summer to include descriptions of sessions; need it for July deadline—special conference issue of *ie* to go out in August or September; most people go online to look for information on conferences; May issue and a couple of flyers, which would be inexpensive. **Motion to distribute *ie* spring issue by May 15 and set deadline for ads. Motion seconded.** Discussion: editor states spring issue can be out by 15<sup>th</sup>. **Motion carried.**
- More discussion about using electronic flyers; post cards and flyer will be sent during summer by regional directors. We already have a Save the Date electronic flyer; it needs logo added and needs to be sent to regional directors.

4) CSU English Council: **Dinielli**

- CSU meeting had a long discussion on Executive Order 665, remediation report. Lots of questions ensued. Remediation will be a constant at CSU's; Chancellor's office states CSU is not making progress with their developmental programs. However, there have been some successes (EAP program in high schools and ERW). CSU's don't have sufficient data for making decisions; seem to be ineffective at assessing their programs.
- UC representative introduced new name for Subject A; it is now called Analytical Writing Placement Exam; UC is looking for readers on Memorial weekend in Berkeley for \$480.
- CSU's are making progress in integrating reading and writing; they need more education on using learning communities. They are showing more interest in reinstating Writing across the Curriculum.

5) The ECCTYC Web Site: **Enns**

- Our new website, has been launched. Thanked **Fritz** for his work on it. Later will discuss motion for regional directors to use blog.
- A few glitches in new website are to be expected during transitional period; **Fritz** has tested it extensively, even with old browsers no longer being used; needs feedback from us if something does not work.
- Site is currently hosted on **Fritz's** own space. We need to purchase our own space, \$200 for two years (\$7.95/month).
- Enns will step down and revert to regional director.
- Need to revise and promote ECCTYC merchandise. Our website links to Cafe Press, which manages the ECCTYC “store”. We need someone to manage our merchandise.

**V. LUNCH WITH CSU ENGLISH COUNCIL**

**VI. 1:30: OLD BUSINESS**

1) Liaisons with Academic Senate, FACCC: **Snowwhite**

- Thanked members for feedback on Creative Writing Proposal; it would be confusing to move those courses to other disciplines. It is good to keep decision at local level rather than state level; proposal to move it out of English probably won't pass.

- 
- Concerned with plagiarism and what to do about it. Academic Senate has a paper on academic integrity coming out fall semester—look for it. What can we do? Students cannot be failed for cheating; it is seen as using grades in a punitive way. Issue of due process is important: What is it? Do your institution have one? It is important to develop a campus culture that is a culture of integrity.
  - Senate held an accreditation institute that was successful—what the Commission is looking for regarding SLO's. Commission states colleges should have SLO requirement in place and fully functioning; that is not generally the case, however. Some learning cannot be measured, and not everything has to be measured.
  - Senate already has positions on 1725. Further discussion tomorrow. We need a Senate liaison from ECCTYC to keep us informed; Snowwhite is doing it gratis. We can't pay for someone to attend, so we need a volunteer. Snowwhite will try to get someone in English from Executive Board of Senate to write a report to post on our website.

2) Outreach, especially to Graduate Students: **Caruth**

- See attached letter to CSU graduate school coordinators and department chairs; letter will include conference flyer and refer students to website. She will type letter on letterhead and mail out from her college. It was suggested she remove part about graduate reps on ECCTYC Board until we have time to assess their interest. She will also send to UC's with help of **Banerjee** and **Warner**.

3) Planning for October 2007 Conference: **Ramirez**

- Speaker bios should be on website next week
- *ie* committee for Best Article Award needs to choose winner by 9/1/07 so plaque can be ordered
- For advertising, *ie* will go out in May, two mailers in the summer
- All Board members need to be on committees; equipment committee needs more members; need people to bring equipment;
- We will waive fee (including meals) for John Cooper to work registration table
- Ramirez contacted 12-14 publishers to exhibit (3 have confirmed, including Bedford, Thomson); there is room for 8 more tables and would like to have them confirmed by June; will invite turnitin.com and Newsweek; smarthinking.com is interested
- **Caruth** will help solicit vendors; need to confirm by 9/7 to be in program; offer ability to advertise on our website--site has been built to accommodate ads; should contact publishers whose books we have widely used on our campuses; send Ramirez names of publishers we have used extensively
- **Fritz** will put program booklet together
- We could provide sessions for exhibitors to showcase their online products; the question is how much to charge them; \$350 for internet hookup per day was suggested
- Ramirez circulated conference flyer with mural
- We have six rooms-- no one else is booked for hotel at the same time;
- Website has most current conference forms; make sure we use most current
- Bedford usually sponsors a cocktail hour; Ramirez suggests we hold cocktail hour in SF at Union Square; we should ask other publishers to sponsor coffee morning or afternoon
- We will use color-coded nametags for board members and presenters
- Ramirez will send timeline to all of us;
- We need to get bids from printers for program; **Warner** to ask his brother's employer, Cisco, if they will donate printing;
- We discussed a literary magazine award—those interested will submit a proposal
- July 11 is the new due date for proposals;
- Strategies for encouraging attendance were suggested: SF City College has not responded to our invitation to become involved; **Warner** will try De Anza; in 2005 we had 2000 people attending

---

3) ECCTYC Budget and Institutional Membership: **Graupman**

- Do we have a committee to bring in advertising? We need to make *ie* pay for itself: get it published on a college campus? Make people more aware of us? Have a yearly conference? Raffle of gift baskets? Hire someone to fundraise (he/she will take 20% or nothing if there is nothing)?
- **Lybarger-Monson** will contact publishers to advertise in *ie*
- We should hold off budget discussion until we have seen the proposal for the new editor's position
- We could roll over last year's budget; assume the expenses and income will be very similar; **Motion to roll over budget. Motion seconded. Motion carried.** Budget is approved.

**VI. 3:30 NEW BUSINESS:**

1) Ghettoization of Developmental Courses: **Courington**

- Concerned that developmental courses are taught primarily by adjuncts; began gathering data; however, it appears quite a few full-time instructors are teaching these courses; will compile data and put it on the blog.
- Chaffey eliminated the segregation by integrating developmental and DSP, eliminating the term "basic skills" and calling those courses "foundation classes." They make a promise to their students that the foundation students of today will be the transfer students of tomorrow.

2) Web editor position

- Hurley appointed **Fritz** as Web editor; **Motion to approve, seconded, Motion carried.**
- Hurley appointed **Enns** as Regional Director for Region V. **Board approved.**

3) Load study

- **Yonker** volunteered to continue study if someone were willing to work with her; it was suggested that she contact Lynn Fauth and Lois Powers; she will find out what will be involved first and contact us.

4) Amendment to by-laws: **Enns**

- **Made a motion to add Item I to Article VI, Section II, of the ECCTYC Constitution: Regional directors shall contribute regional reports, news, and other relevant information to the blog at least four times per academic year. Motion seconded.** On new website it is very easy; **Fritz** will show us how. Generating new content on websites brings readers, the coveted "return user." Vote yielded 14 in favor, 1 opposed, 3 abstentions. **Motion carried.** **Fritz** made a motion to add Item H to Article VI, Section III: Officers shall contribute news and other relevant information to the blog at least four times per academic year. **Seconded. Discussion. Motion is withdrawn.**

**VII. ADJOURN**

**Motion to adjourn for the day. Motion seconded. Motion carried.**

**Friday, April 20, 2007**

**IX. NEW BUSINESS (Cont'd)**

Meeting called to order: 8:40

1. Adjunct Rights and AB 1725 Resolution: **Hurley, Fritz, Warner**

- AB 1423 would enact AB 1725, putting into effect a mechanism for pro rata pay for adjuncts; bill has been moved to urgent status; sent to **Snowwhite**; Senate has a watch on this, concerned about some of the detail, implementation and ramifications. **Snowwhite** suggested not going on record with a particular bill until it passes; take number out at this point and keep concept in; it is likely senate will support this bill. **Motion to discuss draft of resolution. Discussion. Call to**

---

**approve resolution. Motion seconded. Motion carried.** 17 in favor; one abstention. We are encouraged to contact FACCC, Senate, Assemblyman sponsor of bill (Mendoza) and urge he resist attempts to alter this bill by amendment. **Fritz** will put resolution on website and in *ie*. **Caruth** will pass resolution on to TYCA.

2. *inside english* editor position:

Application of Charles Hood for editor position:

- **Motion** was made to approve his appointment. Motion seconded.  
Discussion: Concerns were expressed about tone of proposal and promises that may not be feasible; we need to go through his proposal item by item; could accept him without accepting the total proposal; we could continue negotiations and get a very specific contract; we could interview him; we need to establish an editorial board; we could advertise statewide for a new editor;
- **Friendly amendment** to create an editorial board. Motion seconded. Vote: 10 in favor and 7 opposed. **Motion to create editorial board carried.**  
Discussion: We need to respond to him with our requirements, desires for *ie*; we are not ready or comfortable to make a decision today; do we need an editor for fall issue? Or, do we not need an issue until after the conference? We could appoint an interim editor (former editor Henderson or Hood, for example) for conference issue; we need to send a letter to Hood that we are not ready to make a decision, express our concerns; we need a solid commitment with his college; we could try him for one or two issues; his college should pick up tab; concerns about using interim editor because it is difficult to get one to move on if we are not satisfied.
- **Call for the question on approving Hood's appointment:** 6 in favor and 11 opposed. **Motion failed.**
- **Motion made to establish an editorial board for *ie*. Motion seconded.**  
Discussion: we can set policy. How many should we have on board: 3-5? We need to be concerned about limited energy of Board members. Darren: an editorial board does a few positive things: adds a layer of complexity, but that is not necessarily a negative thing; peer-review raises the status of organization; might attract more submissions; would mean setting up people who are specialists in developmental, critical thinking, etc., two people in each area. Members of editorial board would not have to be on ECCTYC Board, could be colleagues. There is a national organization we could belong to if peer-reviewed; we would have its stamp of approval. Articles would go through several readings so quality would be better; submitters could revise articles and resubmit. We need to provide some parameters for *ie*, so we should talk further about what we want. *ie* must be as low-cost as possible.
- **Motion to amend** motion to establish an ad hoc committee to determine and recommend criteria for an editorial board. **Motion seconded.**  
Discussion.  
**Call for the question:** 14 in favor, 0 opposed, and 3 abstentions. **Motion carried.** Volunteers for the ad hoc committee are **Courington, Caruth, Lybarger-Monson, Fritz, Warner;**
- Motion to define guest editorship as one issue, Fall 2007. Motion seconded.  
Discussion: put all applicants through same process as Hood. Criteria that must be considered: person must have skills in editing and production (contemporary tools) or have close relationship with someone who does have skills (for no additional cost). It was stated that it is risky to experiment with design skills; guest editor should already have them. Motion withdrawn.
- To create a list of criteria, we could start with **Chiang-Schultheiss'** list of responsibilities, which he will send to whole Board; we could ask former editors Bruce Henderson and Kevin Parker to contribute to the list based on their experience; we need a job description before we can continue discussion or

---

respond to Hood; **Warner** will email Hurley with Henderson's and Parker's contact information, and **Hurley** will ask for their input; **Hurley** will respond to Hood that we are not ready to make a decision yet; **ad hoc committee** can start with Chiang-Schultheiss' list and work on a timetable for selecting an editor; Board can continue discussion on listserv.

- Regarding the post-conference issue of *ie*, it can contain summaries of workshops we have moderated. Moderators could ask presenters to submit articles based on their presentations. It was suggested we all contribute to issue, but it was pointed out that we can contribute content only, not layout. Ad hoc committee will bring ideas to the fall Board meeting.
- It was suggested that we send a thank you to Chiang-Schultheiss' wife for her pro bono work on *ie*; **Hurley** will write it.

**X. JOINT MEETING WITH CSU ENGLISH COUNCIL: 10:15**

**IX. NEW BUSINESS CONTINUED:**

3. Elections:

**President:** nominating committee had difficulty in finding someone; members are considering filling it as an interim position, but have no confirmation yet; Lynn Fauth is not able; Jody Millward will be asked; Lee Herrick will be asked. Snowwhite was asked, but he declined. The problem is that the President would need release time, and few colleges will offer it. Discussion: could we consider co-presidents? Would we have to change Constitution? With co-presidents, usually one person is the lead one year, the other the next (in training). It was suggested that Warner and Millward be co-presidents. The issue was not resolved.

**First Vice-President:** Ramirez nominated **Warner**. Nomination was seconded. Warner accepted. Warner was elected unanimously. Discussion: Warner will ask Millward to be president. If we don't have a president by 6/30, Warner will conduct meetings as First Vice-President.

**Second Vice-President** – Warner nominated **Dinielli**. Nomination was seconded. Dinielli accepted. Nomination was approved unanimously.

**Secretary**—Warner nominated **Courington**. Nomination was seconded. **Cooper** explained duties of the position. Courington accepted. Nomination was approved unanimously.

Board needs two adjunct do-directors; **Courington and Lybarger-Monson** will contact an acquaintance from SF City College.

New term for elected officers starts July 1.

4. Placement and Assessment

**Warner** shared document "Re-Presenting Two-Year College WAC" (see attachment)

- It is the first major piece of research from two-year colleges on assessment.
- Standardized testing does the job, but is not the best.

5. Working conditions: **Warner**

- Presented document "Myth and Reality: The Relationship of Teaching Conditions and the Academic Reality of Two-Year College Teacher-Scholars," by Lois Powers. (See attachment). Study is now in Phase II; interviews are being held, confirming data and highlighting ambiguities, creating secondary reports.
- It is the first real opportunity for community college instructors to see what we do.

6. AB 1725 Resolution: **Hurley et al**

- See attached resolution

---

7. Format of Our Meetings: **Hurley**

- Do the way we are meeting work? If not, what would work? **Warner** suggested trying Sturgis system, which is not radically different but seems to simplify the procedure to a one-page document.
- No strong opposition to current practice; if a problem occurs, we can later consider Sturgis method or bring time limits back.

8. Kim Flachmann:

- To encourage attendance at ECCTYC conference, it was suggested graduate students could get credit; she will encourage professors on CSU listserve to bring their top students. **Dinielli** will send of list of benefits that students can add to CV; conference will present a panel providing suggestions for getting hired.
- EAP: 14 modules were developed to move remediation back into the high schools; modules are integrated into Reading Institute for Academic Preparation's 10-day training. Two CC teachers are now trainers. EAP is 4-day training. Training teams must have both a high school instructor and a college instructor working together. There are now 8 sessions a year, each held in different counties in California. CC instructors have been extended an invitation to present with CSU instructors. **Warner** suggested a pre-conference workshop for Board; Flachmann will pursue idea of workshop for Board, possibly an all day (9-4) on Wednesday; we need to put Flachmann on ECCTYC listserve.

**XI. 11:00: COMMITTEE AND TASK ASSIGNMENTS**

- Conference Committees:  
Speakers: **Courington, Warner, Caruth, Johnston**  
Local attractions: **One**  
Program: **Cooper, Hinman**  
Program layout: **Fritz**  
Registration and name tags: **Graupman, Ramsey, Cooper (John), Banerjee**  
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, Cole, One**  
Photography: **Graupman, Cole**  
Evaluations: **Cooper, Hinman, Hurley**  
Timeline: **Ramirez**  
Advertising/exhibits: **Ramirez, One, Chiang-Schultheiss**

**XII. Motion to adjourn 11:50. Motion seconded. Motion carried.**

Reminder: Fall Meeting October 11-13 Conference  
Burlingame