

# English / EAP Cluster Meeting Minutes

## MINUTES

AUGUST 18, 2017

2:00 – 4:00 PM

MELBOURNE CAMPUS 7-108B

MEETING CALLED BY	Sharon Cronk-Raby, Cluster Chair
TYPE OF MEETING	Semester Cluster Meeting
FACILITATOR	Sharon Cronk-Raby
NOTE TAKER	Sharon Cronk-Raby
TIMEKEEPER	Sharon Cronk-Raby
ATTENDEES	Tony Akers, Andrei Belyi, Sharon Cronk-Raby, Elaine Fowler, Maureen Groome, Carol Harvest, Rachel Johnson, Rita Kronis, Andrew Lieb, Brian Maxwell, Mark McBride, Wendy McLallen, Kathy Patria, Cheryl Renee, Janna Schledorn, John Valliere, Carolyn VanBergen-Rylander, Lisa Yarnell

- I. Call to Order / Roll Call Attendance
  - A. Appreciation was given to C.J. Baker-Schverak for her years of service as English/EAP Cluster Chair
  - B. Sharon Cronk-Raby expressed gratitude for the opportunity to serve in this new role
  
- II. Administrative Liaison: Dr. Phil Simpson – Dr. Simpson had no additional updates other than items covered on this agenda.
  
- III. Cluster Positions
  - A. Cluster Chair: Sharon Cronk-Raby
  - B. Cluster Chair Alternate: John Valliere
  - C. AAC Representative: Andrew Lieb
  - D. AAC Representative Alternate: Tony Akers
  - E. Cluster Secretary: Janna Schledorn

Action Item	Person Responsible for Action Item
Fill Cluster Secretary position	English/EAP Cluster Members <ul style="list-style-type: none"> <li>• Action Item Completed: Janna Schledorn emailed after the meeting and volunteered to fill this position.</li> </ul>

IV. Approval of Minutes from Previous Cluster Meeting?

Action Item	Person Responsible for Action Item
Determine if any approvals are needed for previous minutes	Sharon Cronk-Raby; C.J. Baker-Schverak <ul style="list-style-type: none"> <li>• Action Item Completed: January 2017 English/EAP Cluster Meeting Minutes are posted on the AAC page of the EFSC website.</li> </ul>

V. Welcome and Introduction of New Faculty: Welcome to Elaine Fowler at the Palm Bay campus!

Action Item	Person Responsible for Action Item
Add Elaine Fowler to the current English/EAP Canvas shell	Sharon Cronk-Raby <ul style="list-style-type: none"> <li>• Action Item Completed: IT Support was emailed 8/21/2017; Elaine has been added.</li> </ul>

- VI. Student Workshop Series (for future semesters): Dr. Ramona Smith, Director, Institute of Collaboration and Innovation
- A. What: New offerings for students, but will also include existing student workshops/seminars/group sessions provided by various offices/departments.
  - B. Goal: to organize student workshop information all in one place by listing all student offerings for all campuses in one publication, to better represent and streamline the diverse options we offer EFSC students; will not replace any existing marketing efforts or interfere with any existing plans or schedules already in place
  - C. Timeline
    1. Fall 2017: Planning
    2. Spring 2018: Pilot
    3. Fall 2018: Expansion
  - D. Examples from Valencia College
    1. Website: <https://valenciacollege.edu/student-services/skillshops.cfm>
    2. Spring 2017 Brochure: [https://valenciacollege.edu/student-services/documents/valencia\\_skillshops.pdf](https://valenciacollege.edu/student-services/documents/valencia_skillshops.pdf)

- VII. Best Practices Repository (starting a conversation): John Valliere
- A. Should we house documents somewhere to share with others in our cluster? Cluster members agreed with this idea.
  - B. Canvas? Or??? Rather than using the current Canvas shell, it would be better to create a separate Canvas shell for this purpose. The Cocoa Communications department has a Canvas shell to share materials in which everyone serves in the role of “teacher,” so it should be possible.

Action Item	Person Responsible for Action Item
Determine if a 2 <sup>nd</sup> Canvas shell can be created for all full-time and part-time English/EAP faculty with the role of “teacher.”	John Valliere <ul style="list-style-type: none"> <li>• Action Item in Progress: A new Canvas shell has been created. It is called English/EAP Best Practices. John will start designing this Canvas classroom; others will be added and notified when it is ready.</li> </ul>

- VIII. Legislative Updates: House Bill 7069: Best and Brightest Teachers and Principals
- A. Effective July 1, 2017; signed by Governor Scott: <http://laws.flrules.org/2017/116>
  - B. The bill requires that, beginning with students initially entering a Florida College System institution or state university in 2018-19 and thereafter, each student must demonstrate competency in civic literacy (e.g., American democracy, US Constitution, knowledge of founding documents).
    1. How will this civic literacy happen? Perhaps developing a new course, revising an existing course, or creating an assessment.
    2. **Request: faculty volunteers to be on a faculty committee to help outline the specifics**

Action Item	Person Responsible for Action Item
Anyone interested in serving on a faculty committee related to HB 7069 should contact Sharon Cronk-Raby or Dr. Linda Miedema.	English/EAP Cluster Members

- IX. Student Academic Support Services, Dean Dr. Laura Sidoran
- A. SAIL Teacher Notifications sent before Fall 2017: meant as a professional courtesy, not to worry anyone
    1. The verbiage is being tweaked to ensure a better conveyance of message.
    2. Questions? Contact Dr. Laura Sidoran: x7008; [sidoranl@easternflorida.edu](mailto:sidoranl@easternflorida.edu)
  - B. ADA Accessibility
    1. Online materials need updating for ADA compliance by January 2018; Office of Civil Rights (OCR) to start auditing March 2018
      - a. Videos: Closed Captioning (or transcripts?)
      - b. Other Word/PDF/etc. Documents: Screen Readers
    2. Canvas Trainings coming for UDOIT and EFSC accessibility trainings (some require registration; some open labs): <http://www.easternflorida.edu/faculty-staff/training-and-development/training-calendar.cfm>
      - a. UDOIT Webinars: 8/24/2017; 11/13/2017 (registration)
      - b. UDOIT Open Labs in Palm Bay 9/7/2017, Cocoa 10/18/2017, and Melbourne 10/19/2017 (find times on the training link above)
      - c. Accessibility Course Content Open Labs: Cocoa 10/18/2017; Melbourne 10/19/2017 (find times on the training link above)

3. Video Tutorial provided by Academic Technologies:  
<https://www.youtube.com/watch?v=W4CfPuwgY5c&feature=youtu.be>
  4. Tutorials and additional resources will be provided on the CTE website
- C. Unifying various student services and processes across campuses
1. Consistency Started with: SAIL
  2. Now/Soon: TRiO
  3. Now/Soon: Assessment Centers
  4. Now/Soon: Learning Labs
  5. Later: Writing Centers
- X. Census Reporting / Attendance Reporting / Early Alerts
- A. Census Reporting: once at the start of the semester
  - B. Can still report students any time throughout the semester (different forms required if after the withdrawal date; check with the AP's office as needed)
  - C. At some point (maybe not yet): Select from drop-down list for areas students need assistance (e.g., writing, math, time management, etc.); Andrew Lieb explained the Student Success Check System
  - D. Academic Advisor (per new case management system) will be notified, along with other appropriate student support services (e.g., Learning Lab, Writing Center).
  - E. Considered more of a "pilot" now regarding case management services to be notified; full roll-out January 2018
  - F. EFSC Faculty Titan Web Workshops during the week of August 21, 2017 (schedule emailed via Canvas)
- XI. AAC Updates: Andrew Lieb
- A. "Personal Liability" must be considered in the new ADA compliance laws. Faculty members need to demonstrate "reasonable efforts" toward compliance. Questions? Contact Dr. Laura Sidoran.
  - B. Student Success Check System is being piloted now and should roll-out spring term. Faculty will be able to report students in need of services. (see additional notes above at VIII.)
  - C. Dr. Ramona Smith outlined the central place for student workshops across campuses. (see additional notes above at VI.)
  - D. Rachel Costa from the Bookstore and a Cengage representative discussed Textbook Affordability.
  - E. The Health Analysis and Improvement class was removed as a GenEd requirement.
  - F. Closure of the Automotive Program was discussed.
  - G. When referring to the AP Syllabus Addendum, realize that online and face-to-face classes may have different expectations. An information link is in-process.
  - H. Dr. Miedema encourages faculty to get involved in the state mandated Civic Literacy requirement. Roll-out is expected July 2018. (see additional notes above at VIII.)

- XII. Literacy Project: Dr. Phil Simpson, Sharon Cronk-Raby, Maureen Groome, Ashley Olund (Melbourne librarian), Jessica Cerny (Melbourne librarian), Lascelles (LJ) Lee (Academic Technologies), George Chen (summer pilot), Queralyze (outside vendor)
- A. Not a full program for English classes; more as supplemental materials (2-3 minute videos) for all disciplines to use regarding research writing; to be accessed via Canvas Commons by Spring 2018
  - B. Summer D 2017 Pilot: George Chen – It was a favorable experience and well received by students and this faculty member.
  - C. An option for an upcoming agenda item regarding an assessment initiative?
  - D. All videos completed except APA additions; the Module 1 video on Persuasive Writing was shown
    1. Module 1: Getting Started = Styles of Writing; Persuasive Writing; Informative Writing; Audience; Topic; Topic Scope; Brainstorming; Thesis; Informal Outline
    2. Module 2: Types of Resources and How to Research = Search Engines; Databases; Primary Sources; Secondary Sources; Establishing Key Terms; Search Protocol
    3. Module 3: Evaluating Sources = Reliability; Credibility; Bias; Fact vs. Opinion; Ideology; Evaluating Sources; Fallacies
    4. Module 4: Putting It All Together = Plagiarism; Reading and Annotating; MLA Formatting; MLA Works Cited; Parenthetical/In-Text Citations; Quoting Sources; Integrating Sources; Appeals; Full-Sentence Outlines; Drafting Body Paragraph; Introductions and Conclusions; Revising; Editing; Peer Review; Final Review + 4 APA videos in-process (APA Formatting; APA Reference List; APA In-text Citations; APA Title Page)
- XIII. Textbooks, Affordability, and Open Educational Resources
- A. Textbook Affordability Act and variances: no concerns addressed for our Cluster at this time
  - B. Macmillan Textbook Reps (for *A Writer's Reference* and Bedford/St. Martin's products) = 9<sup>th</sup> edition coming soon; reps will provide notes on changes in the new edition
    1. Todd Hammond, Technology & Product Specialist, Humanities and Social Sciences: 561-685-9304; [todd.hammond@macmillan.com](mailto:todd.hammond@macmillan.com)
    2. Lara Thomas, Publisher's Representative, Humanities and Social Sciences: 407-404-2869; [lara.thomas@macmillan.com](mailto:lara.thomas@macmillan.com)
  - C. Per Dr. Miedema: A test or trial can be conducted in our discipline to assess effectiveness of open access resources (as long as Cluster Chair can explain any potential variances to her)
    1. An option for an upcoming agenda item regarding an assessment initiative?
    2. Relevant contract language from Section 6.3: Textbook Selection (pp. 29-30, lines 491-541)

- a. CBA 6.3, lines 492-96: “Recognizing that adoption of textbooks is a fundamental principal of academic freedom, faculty members (annual contract and tenured faculty) shall be responsible for textbook adoptions. Once adoptions are approved, the Administration shall ensure that each faculty member is provided with a complimentary copy of textbooks selected for a course. The faculty member may keep the textbooks or return them to his immediate Supervising Administrator.”
  - b. CBA 6.3, lines 509-10: “Where feasible, faculty members shall attempt to establish college-wide standardization of textbooks used in general education and sequential courses.”
- D. Upcoming Conference (<https://www.flvc.org/OERSummit>): Carol Harvest and Lisa Yarnell are interested in attending this conference.

Action Item	Person Responsible for Action Item
Roll-out <i>A Writer’s Reference</i> 9 <sup>th</sup> edition Fall 2018, not Spring 2018? Also, assess costs for <i>A Writer’s Reference</i> without LaunchPad.	Sharon Cronk-Raby with Macmillan rep Lara Thomas <ul style="list-style-type: none"> <li>• Action Item Completed: Email correspondence with Lara Thomas 8/21/2017 shared the request to roll-out the 9<sup>th</sup> edition Fall 2018 (not Spring 2018).</li> <li>• Action Item Completed: Per Lara Thomas 8/21/2017: “LaunchPad is packaged free with <i>A Writer’s Reference</i>. If a student buys a used copy, LaunchPad access is \$26 net.”</li> <li>• Additional note from Lara Thomas: Macmillan would be happy to conduct an on-site, hands-on training of LaunchPad; she is considering dates and options for such a training.</li> </ul>
Impact of this textbook change on BPS and dual-enrolled students?	Sharon Cronk-Raby with Lynn Demetriades <ul style="list-style-type: none"> <li>• Action Item in Progress: Emailed Lynn Demetriades 8/21/2017; awaiting response; will follow-up as needed</li> </ul>

XIV. AA Assessment 2017-18: Carrie Wells

- A. AA Programs assessed Fall and Spring: Keep recording data for every class, but a new initiative must also be posed for future assessment.
- B. Dr. Mark Quathamer (x5364) created a new AA Assessment Dashboard to enhance data analysis using filters and features to answer additional questions. Video to understand this new tool: [http://videos.easternflorida.edu/media/2017-18+AA+Assesment+Resources+and+Tools/1\\_tgpuwbib](http://videos.easternflorida.edu/media/2017-18+AA+Assesment+Resources+and+Tools/1_tgpuwbib) [13:16]

1. Log into MyEFSC
  2. Click Inside EFSC (on EFSC network or using VPN from outside the college; does not work on college laptops using Wi-Fi)
  3. Planning and Assessment (left column)
  4. Program Assessment (left column)
  5. Two Paths:
    - a. Program Assessment files (middle column)
    - b. AA Assessment Dashboard (left column): launch the link by clicking on the graphic; opens Microsoft Power BI
      - i. Page 1: Overview with links (advance to next page using bottom tabs)
      - ii. Page 2: Cluster-Level Reports (use control & click to select multiple filters)
      - iii. Page 3: Course Reports (use control & click to select multiple filters)
      - iv. Page 4: Critical Analysis Report: open-ended responses
- C. Data Analysis required now: review of the AA 2016-17 assessment data + a new initiative; submit 2017-18 assessment initiative by October 16, 2017, via this new SharePoint AA Assessment Dashboard**
1. Path to materials
    - a. Log into MyEFSC
    - b. Click Inside EFSC (on EFSC network or using VPN from outside the college; does not work on college laptops using Wi-Fi)
    - c. Planning and Assessment (left column)
    - d. Program Assessment: AA Assessment folder (in center)
    - e. 2017-18 Assessment Plan Template: download, complete, and save
    - f. Submit to 2017-18 Assessment Plan Submissions folder
  2. **Initiative Information and Examples: These initiatives should be cluster/discipline determined and need not include all faculty within the cluster/discipline. For example, a cluster may focus an initiative on one course with plans to focus on a different course in the future. The initiative may either be doing something new or looking at data in a new way.**
    - a. Using a universal assignment in a selected number of course sections and comparing data to other sections using individually created assignments
    - b. Creation of a rubric to be used in the course (universally or piloted within sections)
    - c. Tracking student success across sequential courses to determine if changes to course 1 result in changes in course 2
    - d. Compare success in concurrent courses across a cluster (e.g., Psychology and History)
    - e. Compare student success for those completing courses in sequential vs. prerequisite order (e.g., students taking ENC 1101 at the same time as HUM 1022: Introduction to Humanities or HUM 2211: Ancient through Byzantine Culture)
    - f. Review student success in associated course for those completing -2948 sections (Service-Learning component)



- g. Ongoing initiatives which can be expanded (e.g., embedded tutors, boot camps, expanded software usage, other things done in individual sections that could be done in additional sections)
- h. Pilot program for limited number of sections (e.g., book change, use of software, use of different pedagogical technique)
- i. Other ideas?

**D. AA Panel Review: February 16, 2018 from 9AM-12PM in MLB 8-128 – anyone interested in joining Carrie Wells?**

Action Item	Person Responsible for Action Item
<p>Question from Wendy McLallen: What if service-learning students (those earning extra credit vs. the 4<sup>th</sup> credit option) get tracked in a class for the core ability “Model Ethical and Civic Responsibility” while not tracking others in the class who did not complete service-learning? If the students who did not complete service-learning get marked as “did not complete assessment,” will the numbers be skewed? If no unfavorable or unintended consequences doing so, this core ability can be assessed more fully in the English/EAP Cluster.</p>	<p>Sharon Cronk-Raby with Dr. Mark Quathamer</p> <ul style="list-style-type: none"> <li>• Action Item Completed: Response from Dr. Mark Quathamer 8/21/2017: “When students are marked in the system as not taking the assessment, they are not included in the data for review.”</li> </ul>
<p>To assess “Work Cooperatively” with additional students, three faculty members volunteered to report that core ability for this assessment cycle (Fall 2017 and Spring 2018).</p>	<p>Sharon Cronk-Raby; Brian Maxwell</p>
<p>To assess “Model Ethical and Civic Responsibility” with additional students, one faculty member volunteered to report that core ability for this assessment cycle (Fall 2017 and Spring 2018).</p>	<p>Andrei Belyi</p>
<p>Initiative for next assessment cycle: Using the Queralyze videos for the Literacy Project in some classes to compare against classes that did not use the videos</p>	<p>Sharon Cronk-Raby; Maureen Groome</p>
<p>Initiative for next assessment cycle: Using a different (cheaper) Bedford textbook for ENC 1101 classes to compare against classes that used a different textbook</p>	<p>Cocoa Campus Faculty; Carol Harvest to provide section numbers and faculty names to be included in the assessment report</p> <ul style="list-style-type: none"> <li>• Action Item Completed</li> </ul>
<p>Initiative for the next assessment cycle: Using open educational resources for ENC classes to compare against classes that used different materials</p>	<p>Titusville Campus Faculty; Kathy Patria to provide section numbers and faculty names to be included in the assessment report</p> <ul style="list-style-type: none"> <li>• Action Item Completed</li> </ul>



<p>Add notes from today’s discussion into the assessment paperwork to submit by October deadline.</p>	<p>Sharon Cronk-Raby</p> <ul style="list-style-type: none"> <li>Action Item in Progress: notes have been added; Janna Schledorn is reviewing; then, document will be posted in Canvas for Cluster review before submitting</li> </ul>
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XV. Curriculum Updates

A. New Course idea: Carrie Wells is teaching ENC 3241: Technical Writing for Professionals. She is working with Wayne Brown (BAS/Organizational Management/Healthcare Management).

1. Based on the objectives, this course doesn't seem to meet needs.
2. Discussing offering an additional ENC 3000-level Advanced Composition course such as Business Writing and Research

B. Course Re-Writes: Courses not in PBL

Course #	Course Title	Credits	Course Plan Effective Date	Cluster Assignments	Target Completion	ACTION ITEMS from Today’s Discussion
AML 2020 H	Honors Survey of American Literature 2	3	200840			Discuss the need for this class with the Honors Council, especially considering non-honors sections of this class do not always make. Sharon Cronk-Raby can follow-up, with help from Maureen Groome.

CRW 2001 H	Honors Creative Writing 1	3	200540	Baker-Schverak, Patria	Spring 2018	
CRW 2002	Creative Writing 2	3	200540	Lieb, McBride, Maxwell, Schledorn	Fall 2017	
CRW 2002 H	Honors Creative Writing 2	3	200540	Baker-Schverak, Patria	Spring 2018	
EAP 0980	Reading Skills and TOEFL Prep	90 clock hours	200840	Not currently offered?	Fall 2017	If this course is not currently offered, can it (or should it) be removed from our course offerings? Sharon Cronk- Raby will ask C.J. Baker- Schverak.
ENC 1101 H	Honors Composition 1	3	200140	Baker-Schverak, Groome		In Canvas now; voting by 8/30/2017; then on to Honors Council
ENC 1102 H	Honors Composition 2	3	200140	Baker-Schverk, Groome	Fall 2017	In Canvas now; voting by 8/30/2017; then on to Honors Council
LIT 1000 H	Introduction to Literature	3		McLallen; Lieb	Fall 2017	In Canvas shell; voting by 9/1/2017; then on to

						Honors Council
LIT 2090	Contemporary Literature	3	199340	Maxwell, VanBergen-Rylander, Yarnell	Spring 2018	
LIT 2300	Special Themes in Literature	3	200340	Akers, Jones		Tony Akers will research how the current Course Plan is written for LIT 2300 and LIT 2300 H since topics vary widely.
LIT 2300 H	Honors Special Themes in Literature	3	200340	Akers, Jones		See above
FIL 1002	Appreciation of the Motion Picture 1	3		Baker-Schverak, Cuda, Patria, Valliere	Spring 2018	
FIL 1003	Appreciation of the Motion Picture 2			Baker-Schverak, Cuda, Patria, Valliere	Spring 2018	

Action Item	Person Responsible for Action Item
Complete updates as assigned	Complete as assigned in the above chart. Forward any materials to Sharon Cronk-Raby to place in Canvas for voting as needed.

XVI. Other Business? NONE

- XVII. Adjournment
- A. Motion from Tony Akers
  - B. Seconded by Rita Kronis