**Plenary 2017 – Languages & Literature Division Meeting
August 18, 2017**

1. Slide 1 – new people?
	1. FT – Vickie Mellos
	2. PT – (Speech/ASL) Justin Perkins, Carrie Patterson, Darron DeVillez; (ESL) Misty Lane, Jamie Lenke; (English) Mari Lopp, Jen Yong Ho, Megen O’Donnell; (Reading) Esmerelda Quijada; (WL) Sam Azab, Li Li Blum, Karla Lemari
	3. Classified – Monique Meza (WL), Tanya Sangret (Reading -- this year?), Jeannette Garceau (English), Judith Marquez was hired into the ISA III (WL)
	4. New Chairs – Barb Kelber (outgoing – Rocco Versaci)
	5. Faculty of the Year
		1. Nominees – Sarah Burns (English), Melinda Carrillo (Read), Lee Chen (ESL), Michelle Dalrymple (English), Richard Hannon (English), Rafiki Jenkins (English/MCS), Susan Johnson (Speech), Kevin Kearney (English), John McGuinness (English), Joseph Mersch (German), Matt Pizzorno (ESL), Kathleen Sheahan (Spanish), Gary Sosa (ESL), Elena Villa (Spanish)
		2. Finalists – Leann Maunu, Beatrice Manneh
		3. Faculty of the Year – Katie Kelp-Stebbins (Luke Bisagna, Media Studies for PT)
	6. Classified Staff of the Year nominees -- Anna Hilton, Yolanda Wilson, Mario Martinez, Rosalinda Tovar
	7. CAST Staff of the Year nominees
	8. Newly Tenured – Kevin Kearney
	9. General Intros
2. Slide 2 – Where have you been?
	1. Sabbaticals? 1 min condensed version?
	2. Some other cool things from this past year…Check out the LL Division Webpage.
3. Looking forward to most?
	1. Any special projects (Puente? LC with Bio? LC with Cinema? Accelerated courses?)
		1. 1 min condensed version?
4. What’s happening on campus? How?
	1. Get involved on a campus-wide committee
5. Read about campus news? How?
	1. Link to CIE? (can submit questions) – also suggestion box coming to the division hallway…
	2. General Info email
	3. Committee Minutes
	4. 3 Minutes of News
6. College goals?
	1. Increasing apportionment
		1. Twofold – effective scheduling/good retention (not keeping everyone but not alienating folks either)
	2. Decreasing deficit spending
		1. Involves enrollment, budgeting (be open to alternative options for getting the job done and meeting our students’ needs)
		2. When two years are up, we want to keep jobs; this especially affects our most vulnerable…
	3. Addressing critical thinking (in and out of the classroom)
		1. Helping students learn how to have difficult conversations in a respectful manner
		2. Using thinking when making decisions or responding to difficult situations
		3. Asking others to be accountable in this regard too – we are, after all, an institution of higher education
7. Emergency Plan
	1. Volunteers stand up? New volunteers?
	2. Lot 12
	3. Earthquake?
	4. Lock down?
	5. Alarm?
8. Some of this year’s tasks?
	1. Assessment
	2. PRPs – this fall
	3. Defining our department pathways – helping students to understand what we offer, when we offer it, what kind of activities they can engage in to learn more outside of the classroom, and what kind of support they can get along the way
	4. Retention – your major contribution to apportionment – refer to 6A
	5. Evaluations – staying up on them…and using them as an opportunity for growth. Problems should not be addressed for the first time in the evaluation unless they are issues observed in the classroom during this process.
	6. SLOs & Curriculum work
		1. Working with Ben Mudgett
9. Other?
	1. Accreditation – next cycle? Not worried just then…we are working to incorporate it into everything
	2. Strategic planning – check out the webpage
	3. Creative budgeting – be open to solutions beyond business as usual
	4. Working with Integrity
		1. Showing up on time, prepared, teaching til the end of class (even when no one is watching), no extended breaks, having a Palomar email so that you are able to respond to department, college, and student requests, reporting your absences, honoring the important work you do with our students – remembering that our job includes not only imparting our academic knowledge but also bringing compassion for the special needs as we help them navigate what for many is a new culture – we can help them grow without our egos getting in the way.
10. Any more?
	1. Professional development – Cornerstone
	2. Getting to know colleagues – take the extra step – and that is most incumbent upon those of us in FT positions
	3. Finding life/work balance…keeps us going
	4. Framing our work with excitement – we *get* to come to work; we get to shape our community…etc.
11. May I leave now?
	1. Have a wonderful and exciting semester!