

To: Nick Chang, Vice President of Student Learning
Susan Andrien, Director of Learning Resources

From: Yolanda Bellisimo, President Academic Senate

CC: Barbara Bonander, Chair College Skills
John Sutherland, Chair English

Date: 4/26/2010

Re: Pending questions regarding the move of English 98

We understand that the move of English 98 from English to College Skills is planned for the 2010/2011 academic year. No plans have been presented to either department to explain or facilitate this move. For over a year now, both departments have repeatedly put forth a series of concerns and questions that have gone unanswered. And yet, this move cannot possibly be made without first addressing the following:

- 1) How many units will be allocated for the English 98 classes? Are there units attached for the lab? If so, what will be the total number of units for English 98 and the labs? Will those units be the same for fall and spring semester? Are there summer units allocated for English 98?

Fall 2010 has already been scheduled. For spring 2011, the units allocated for English 98 will be the same as they are for each semester: 18 units of class instruction in spring and fall; 6 units of class instruction in summer, subject to addition or subtraction due to enrollments. Units for both labs will continue to be offered at the current levels.

In summer 09 we offered 2 sections of 98. Summer lab hours will be assigned as they have in the past.

English 98 students will continue to receive one-on-one tutoring in the Writing Center.

- 2) What will be the schedule for labs and classes and who will create the schedule?

The Writing Center will move into the current Media Center space. The English Skills lab will remain where it is. The separate functions of the two labs will be maintained as they currently are.

The schedule for labs and classes will be drafted by chairs, working with their respective deans/directors for each area. Chair John Sutherland will draft the schedule of English classes and the Writing Center, and Dean Snyder will have final approval. Chair Barbara Bonander will draft the schedule of classes and labs for College Skills, with the final approval of Director Susan Andrien.

- 3) How will computers be divided?

Each lab will keep its current computers.

- 4) What will be the impact on personnel? We are particularly concerned about ETCUM status and the effects of this transition on adjunct faculty in the temporary hiring pools. Has a plan been worked out to resolve this problem?

There will be two separate pools for assignment by the two areas, as there are now. Any part-time instructor who has taught English 98 in the past 3 years (one more year than the current ETCUM practice to be as inclusive as possible) will be added to the College Skills ETCUM list.

- 5) How will Instructional Specialists be assigned?

The IS's will be assigned by the Director of LR and College Skills in the same manner as currently.

- 6) Will there be a reduction of jobs?

There will be no reduction of jobs based on either moving English 98 or the Writing Center.

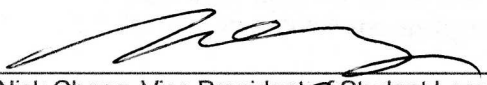
- 7) Will there be a reduction of services to students? If so, at what times/days?

There will be no reduction of services to students.

- 8) Will there be training offered for the proposed configuration?

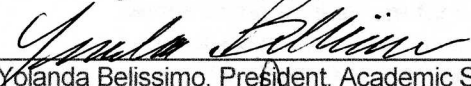
Since the two labs will remain as they currently are, no new training will be required. However, if any IS's or faculty are interested, training will be provided as necessary.

We the undersigned agree to support, in principle and in practice, all responses contained in this Memo from the Vice President of Student Learning regarding the co-location of English and Basic Skills Labs and the placement of English 98 into College Skills.



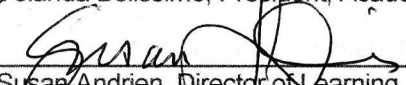
Nick Chang, Vice President of Student Learning

Date 4-26-10



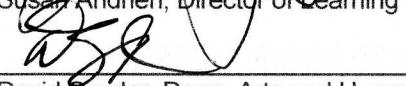
Yolanda Belissimo, President, Academic Senate

Date 4-26-10



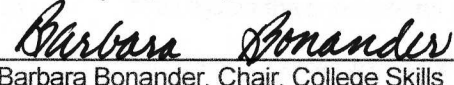
Susan Andrien, Director of Learning Resources

Date 5/12/10



David Snyder, Dean, Arts and Humanities

Date 4/26/10



Barbara Bonander, Chair, College Skills

Date 4/26/2010



John Sutherland Chair, English and Humanities

Date 4/26/10