

Hello all,

I am writing to appeal the reduction in reassigned time for English department coordination on the basis of new and clarifying information, as explained below. We are appealing in hopes of increasing the unit quantity back up to three units.

First and foremost, I would like to clarify that as the AB1705 coordination funding ends, the English department coordinator will assume much of this work. The data shows increasing success rates in English 105 courses, which we believe is due to our department's consistent effort, effort that requires sustained investment to maintain. We have developed a community of practice that meets regularly to review the differences in pedagogical and assessment practices that are used across the 40-50 English sections that are offered each semester. One focal point for the AB 1705 coordinator and now the English Department coordinator is how to integrate the pedagogical and assessment practices with our retention support. Additionally, the coordinator needs to continue close communication with academic counselors to provide better guidance to students, ensuring that students place themselves in the English sections that set themselves best up for success. This has become a more significant issue with the reformation in placement that came with AB1705. To maintain the upward trajectory in student success in these courses, the department coordination role will need to assume the coordination of these duties.

Additionally, the coordination of the work of a 20-person department is significant and distinctly different from what Appendix D requires, which is to **participate** (as a **peer**) in the functions of the department, including program development and assessment. For example, coordinating a norming activity requires collecting essays and exams from multiple faculty, facilitating a lengthy, hours-long group assessment, and then integrating the outcomes into departmental norming activities to ensure that faculty have similar expectations for student writing. This is not the same as an individual faculty member submitting one result from one class to Curricunet or using linked SLOs to automatically populate PLO data. This is also different from evaluating another faculty member's teaching for the purpose of Appendix G.

Finally, I would like to stress that the English department coordinator works with the dean to ensure the smooth functioning of the department. For example, the English department coordinator provides feedback to the dean on the planned department schedule. The coordinator often shares suggested revisions to the overall department schedule based on the above 1) department norming activities, 2) work with retention support, and 3) discussions of placement guidance with counseling.

Department Coordinator Role

Faculty Support and PD(50%)

- Build and implement **professional development programs** for new faculty with resources including syllabi, pedagogy, curricula, and assessment strategies
- Build and implement processes for integrating new best practices across the department to ensure consistent professional development
- Promote and organize **non-evaluative** peer observations and collaboration for PD purposes
- Evaluate best practices and innovative ways of teaching and assessing (for example, contract and/or portfolio grading)
- Research and solicit department engagement in external PD opportunities and encourage department engagement in internal PD opportunities
- Collaborate with math FLP coordinator and other math faculty on effective interdisciplinary teaching strategies
- Facilitate norming activities, nudging all faculty to participate
- Research and facilitate professional development opportunities on data analysis and equity gap identification and analysis
- Solicit topics; create, organize, and distribute agendas and minutes; organize logistics for monthly and special meetings

Across the campus(30%)

- Work with the dean and other campus constituents to identify and facilitate collaboration opportunities such as Black History month, LGBTQ visibility day, etc.
- Update course outlines of record to match C-IDs in preparation for AB 1111 (Common Course Numbering)
- Coordinate with student services to facilitate the integration of student supports (retention specialists, EOPS, TRIO, personal counseling, UCC, etc) in our C1000 and C1000E classes
- Coordinate with Dean, Faculty Writing Center Coordinator, and Learning Center staff to facilitate the integration of embedded tutors, peer tutors, writing center orientations, workshops, etc.
- Help plan English department events, including student workshops and campus-wide readings.
- Review data to assess the efficacy of differing course lengths and modalities (8 or 12- week semesters; online/f2f/hybrid; morning/afternoon/evening, honors-only vs. cross-listed, etc.) and bring this information to the department for discussion.
- Coordinate course offerings to ensure that English and literature courses have honors opportunities.

- Work with the dean and faculty to prepare for projected scheduling changes post-AB 928 (the Cal-GETC single transfer path), e.g. the likely increase in ENGL 165 and corresponding decrease in ENGL 110 enrollments

Districtwide and Beyond the District (20%)

- Coordinate with SKY and CSM ENGL faculty to offer a diverse, non-overlapping literature course rotation
- Coordinate with SKY and CSM ENGL faculty on a district-wide approach to supporting students as they traverse our three colleges
- Coordinate cross-district alignment of CPL (credit for prior learning, including exam scores)
- Collaborate on district-wide English/Literature flex sessions
- Coordinate and facilitate regular (1x per semester) English department meetings across the district
- Collaborate with district colleagues to implement and assess innovative strategies to increase success and retention in C1000E (105), C1000 (100), 110 and 165.
- Coordinate with the marketing department to publicize course topics and the ENGL major
- Market ENGL faculty and, by extension, Cañada, by updating our departmental web page with faculty bios
- Coordinate with the marketing department to advertise our literature courses as well as special topics in composition courses
- Coordinate with marketing to promote special programs with ENGL components (Puente, Umoja)