

**Minutes**  
 English Department Meeting  
 Dr. Maria J. Cahill, Chair, Department  
 L105, 2pm

	Present	Absent	Excused		Present	Absent	Excused
<b>Administration</b>				David Luther	x		
Dr. Eileen DeLuca	x			Rebecca Harris	x		
Dr. Tom Rath	x			Jim Langlas	x		
<b>Faculty</b>							
Amy Trogan	x						
Ihasha Horn	x						
Keith Hunter	x						
Thomas Wayne	x						
Marty Ambrose	x						
Ellie Bunting	x						
Sara Dustin	x						
Jill Hummel	x						
Amanda Lehrian	x						
Scott Ortolano	x						
John Pelot	x						
Jason Calabrese	x						
Natala Orobello	x						

English Department Minutes: 8/19/2013

**Campus Updates:** John Pelot reported that there is funding for FLAC for another year. The schedule will be sent out in a few weeks, and for now, we know we will have one event at the end of September on the Charlotte campus and two events on the Lee campus. The conference will be the first week in November, and faculty will need to pay a \$50 registration fee, though John noted students can attend for free. He asked for volunteers to liaise for FLAC on the Lee Campus for the November and January events; volunteers would need to pick up the writers at the airport and then take them out to dinner.

Natala Orobella reported on the ESC Gazette, the Charlotte newspaper on Zoom Village. What's new is the introduction of poetry/essay/short story awards; monetary prizes will be awarded, and the award would only be for the Charlotte campus.

Dr. Rath noted that we will have an AHSS web page on the ESC website, where we can add notable news. Maria stated that Dr. Wright is interested in a student newspaper for the Lee Campus. She also gave an important reminder that we must reserve space for events now. On 10/17, Marty will give a presentation on changes in publishing. Finally, Maria noted we have a full slate of events for the semester.

**Conferences:** We were reminded that the application for funding is in the document server (search for "travel"). Michelle Fanslau and the Professional Development committee are in charge of funding.

**Unregistered students in class:** Maria noted this is more of an issue with adjuncts; if we do have unregistered students in class, though, we need to send them immediately to the Registrar's office.

**Staff:** Joyce is back!! Also, Sophia Martinez is a temp staff member.

**BA Update:** Scott Ortolano gave us an update on the BA in English. He let us know that the AA is in the catalog now, and we should let our students know about it. In the spring, Dr. Dennison advised us that the degree must emphasize professional skills and occupations, so we are working to integrate those. He noted that our SAMLA panels were so popular that there are now two panels. The SAMLA will take place in Atlanta from

November 8-10. Scott also noted that we received some feedback from Drs. Rath and Wright, and that we have 5 core classes in the BA as well as an internship aspect. Maria cautioned we still have much more work to be done and that we should emphasize the Technical Communication aspect of the degree (perhaps we can retool the title) and revisit Dr. Wright for more feedback.

Maria encouraged us to use CANVAS to communicate since everyone has access and it's a good repository for departmental information.

**State Bill 1720:** Eileen DeLuca stated that slides will be available on Canvas. Caroline Seefchek, Maria Cahill and Jim Langlas will serve on a task force to make a plan for dealing with 1720. We have been assured by Drs. Wright and Rath that the Writing Center will be funded appropriately this year. Basically, we all agree that we need to find ways students can be successful in 1101 and came up with the following ideas:

- Short developmental comp course
- Modules
- Grammar corequisite
- Diagnostic (essay/grammar test)
- Standardized attendance policy across the department
- A strong, expanded Writing Center

Eileen De Luca stated the following options for non-exempt students:

- Can take different forms
- Modularization/diagnostic information
- Perhaps set number of tutoring sessions

She noted it is important that we support both exempt and nonexempt students.

Amy Trogan also suggested that we use the PLP in Connect; we could also use ENC 1012 as a linking course or ENC 1320 as a bridge course.

**Writing Center Update:** Marty Ambrose stated that the Writing Center needs a faculty coordinator position. The Writing Center committee agreed to work on a job description. Keith Hunter looked at Writing Centers around the country and came up with a list of job duties, which he presented. Maria Cahill reminded faculty that we can get college service by working in the Writing Center for 2 hours/week. It was also proposed that we offer more workshops to mentor faculty, such as the Community of Practice already in place. Dr. DeLuca mentioned that President Albritten and Dr. Wright feel that developmental faculty should be aligned within the disciplines.

**E-Learning:** Ellie Bunting noted that the eStudio still exists and has 10 courses.

**Union Update:** Marty Ambrose provided a brief contract update. We now have program coordinators and can adopt alternate schedules for one year. She reminded us the contract affects textbook selection and stated that for new faculty, their highest degree should be in the discipline in which they are teaching. Finally, she encouraged us to attend future Board meetings.

**Lab Fees:** We have \$20,000 for projects. Maria urged us to think about possible uses, such as a research essay contest.

**Assessment Update:** Marty Ambrose will be the chair for the new committee. It was noted that Amy Trogan did a fabulous job with course-level assessment.

**Syllabi Revision:** Maria reminded us we are looking at 1101 syllabi revisions. She also urged us to remember that students must pass the research essay in order to pass the entire course.

Maria also noted that she will be visiting area high schools that are out of compliance with DE standards.

**Unit Plan:** Maria stated that she took extensive revision notes for the current unit plan during the last meeting. She encouraged us to engage in discussion on Canvas. Overall, the unit plan and dealing with SB 1720 need to be our top priorities this year. One idea for working with 1720 is to cap courses at 15-20 students; Maria noted she will make the proposal for next semester. There is also the possibility of putting up an English website, so we can publicize our achievements and events.

At the end of the meeting, the department voted in favor of having a day-long meeting on October 11<sup>th</sup> (9 a.m.-4 p.m.); we will therefore not have a meeting in November.

Respectfully submitted,  
Sara Dustin