***Minutes***

English Department Meeting

ENC 1102, Tech Syllabus

September 23, 2013, L122D

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Faculty |  |  |  |
|  |  |  |  |
| Maria J. Cahill | x |  |  |
|  |  |  |  |
| Ellie Bunting | x |  |  |
|  |  |  |  |
| Sara Dustin | s |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Each committee member reviewed the syllabus prior to the meeting so they were able to discuss the areas of concern.
2. **First**: Committee members agreed that General Competency #5 should be changed from COM, TIM, and GSR to COM and CT (CT because this matches with the research essay. GSR isn’t essential for this assignment, and TIM isn’t necessary.)

**Second:** The wording of Learning Outcome #1 – “argument” should be changed to “persuasive” because “persuasive” is the term used in the assessment (a match is needed).

**Third**: The first assessment should be shortened for comprehension: Suggested Revision -- **Students will write a minimum of four technical documents, which either evaluate or persuade and include, but are not limited to, a JAL, a memo, and a researched report or proposal.**

(Currently, the first assessment says,” Students will write a minimum of four technical documents, which either evaluate or persuade, but not limited to a JAL, a memo, a researched report or proposal, a case student, a technical definition, description, or process. “)

**Fourth:** Although all committee members are concerned about students being able to pass the research essay, we agreed, at this time, to leave the statement of assessment #2 as is.

**Fifth:** The committee discussed adding to the general course information, but Ellie suggested that it would probably require curriculum approval. It was agreed that while “thin,” we feel that this section is fine as is.

**Sixth:** The committee reviewed the course description. We would like to delete “Advanced” and change three graded assignments to four (as in the SLO section). However, once more, the committee discussed that this would involve a curriculum committee decision. So, we questioned the need and will defer to further faculty discussion.

1. **To summarize:**
2. In GE Competency #5, revise COM, TIM, and GSR *to* COM and CT
3. In Learning Outcome #1, revise “argument” to “persuasive”
4. Revise (shorten and clarify) the first assessment to: **Students will write a minimum of four technical documents, which either evaluate or persuade and include, but are not limited to, a JAL, a memo, and a researched report or proposal.**
5. The committee will reconvene after the faculty members have had time to review and discuss potential changes to the syllabus.

Gratefully submitted,

Maria

9/23/13