1/31- Bachelor's Degree Committee Meeting

In attendance: Dr. Maria Cahill, Dr. Ann Eastman, Prof. Maria Cecilia Ferrao, Dr. Rebecca Harris, Professor Ihasha Horn, Professor Jill Hummel, Dr. James Langlas, Professor Amanda Lehrian, Professor Natala Orobello, Dr. Scott Ortolano, Dr. Amy Trogan, and Professor Myra Walters

1. To begin the meeting, Dr. Maria Cahill and Dr. Scott Ortolano made an announcement about a forthcoming publication project related to our bachelor's degree program.
	1. The publication will be one part of a special double issue of the *South Atlantic Review* (the flagship journal of the South Atlantic Modern Language Association [SAMLA]). Their section of the double-issue will focus on the future of the English Degree, and this evolved from a proposal they sent to the SAR in the fall. This section of the special issue will feature work from English Departments on all levels of the academic spectrum, including an article co-written by Dr. Kathleen Yancey and Dr. Kristie Fleckenstein, who are two of the biggest names in the field. Dr. Cahill and Dr. Ortolano will edit this double issue alongside Dr. Lynn Ramey, who is associate professor of French at Vanderbilt. Furthermore, this will be major edition of the journal as it will build on the topic of SAMLA's upcoming conference, which focuses on sustainability. Currently. Dr. Ramey is the president of SAMLA, so it will be an honor to work closely with her. Finally, Dr. Cahill and Dr. Ortolano will co-write one of the journal articles based on the development of our degree program here at Edison State College. The project will garner national attention for our department, college, and program.
	2. Dr. Cahill and Dr. Ortolano suggested bringing the whole committee to SAMLA next year to do a special session on the great work we're doing at the college.
	3. A more complete announcement is forthcoming to the department.
2. It was announced that everyone should submit their new course proposals to Dr. Cahill and Dr. Ortolano by February 17th. The syllabi will then be posted to Canvas for comment before being sent to the first stage of the curriculum review process before the March 7th deadline.
3. Professor Myra Walters and Dr. Ann Eastman presented the courses they would like added to our list of required and recommended courses.
	1. They suggested and the committee approved adding the following courses:
		1. SPC 2608- Public Speaking
			1. <http://scns.fldoe.org/scns/public/pb_course_dtl.jsp>
		2. SPC 3311 Computer Mediated Communication
			1. <http://scns.fldoe.org/scns/public/pb_inst_course_dtl.jsp>
4. Dr. Scott Ortolano presented advice other departments offered to us at SAMLA
	1. Be prepared for success
		1. Programs like ours tend to attract a lot of students and this can be very difficult on infrastructure of a new program
			1. We should strongly consider limiting initial waves of students because if quality is compromised, long-term viability of the program is lost as well
	2. Spread out responsibility for volunteers
		1. If volunteers are coordinated by one person, the loss of that person can be disastrous.
			1. We should probably limit number of volunteer capstone courses to one or two per faculty member.
	3. Be wary of potential energy drains and hurdles
		1. Other programs have said that the implementation of programs is not without hurdles and/or resistance, that the extent of this resistance can increase as programs begin to be implemented, and to make sure that energy was not sapped as the program moves towards its fruition.
			1. We're pretty lucky in this regard because administration at the college is united behind the project. Most of these issues stemmed from colleges/universities, and particularly one college/university, where this was not the case
				1. The advice here was just to stay focused on the task at hand and not to lose energy (or sleep) at one of the more critical points of the process
	4. Build consensus outside the department
		1. Participants suggested acquiring support and membership from outside of our department to help make the program part of a broader effort at the college. The expectation is that this will help to make our program part of a wave rather than an isolated event.
	5. Stay focused on students
		1. Perhaps the most important piece of advice was to not lose sight of students, to always remember the reason you were building the program and to keep their needs in mind throughout the process
	6. Don't be afraid to make changes as the program is implemented
		1. Might find that this or that is not working. In early stage of program, need to have confidence in what we've built but also understand that this is a work in process
	7. Share the load
		1. Make sure that work is spread out to make the degree program a group effort. This will help to ensure the success of the program and help maintain everyone's sanity.
	8. Make sure you have a program coordinator
		1. There is too much to be organized and too much at stake to not have someone in this position. It needs to have course releases and that time needs to be used to set up courses, etc.
			1. We should ask for responsibility of the program's course assignments to be moved to the program coordinator because the program is an entity in itself and courses need to be offered in a logical manner for the sake of the students.
	9. Apply for financial aid whenever you can.
		1. If you can dream it, there is a grant for it. We were advised to figure out what infrastructure we need and write grants for those items. This process is one that should be continuous.
	10. Partner with local businesses
		1. Reach out to the business community by networking with local businesses and going to business events in the community. Make them partners in a shared effort. This will help our program, but most importantly, our students as they go out into the job market.