4/11/14 Meeting Minutes

Budget/Endowment

* Amanda reported that there is currently no budget available but will update the department after the summer enrollment is solidified.
* Amanda discussed the 2/2013 plans for the endowment, which were $1000 a piece for assessment, writing center position, and a scholarly project. She reported that assessment this year was paid out of a different budget; Maria has agreed the writing center position requires less budget, and no scholarly projects were completed. She proposed a plan that would use the endowment to pay stipends for various writing contests and the readers. This was reviewed and is supported by Dr. Alford. She also proposed to change the AITF statement for use to “Used for payment of stipends for faculty to offer writing enrichment/support activities to students” (See Endowment Attachment).

DE

* The department discussed supplementing support and resources for DE instructors. Creating a bank of sample syllabi and assignments was discussed. We also discussed creating some training about creation of assignments with an emphasis on preventing plagiarism.

Grant Opportunities

* Marty discussed the creation of a committee to work with the grants writer, Antranette. John Pelot volunteered to work with her. A possible workshop prior to the end of this Fall was discussed.

Online Course Development

* Amanda discussed the new updates to the process of online development and RFP. She distributed a handout that will be posted to the Canvas “Online Development” announcement.
* Marty expressed concern for dated courses needing redesign. She referenced the Creative Writing course.
* Ellie proposed creating a Matrix of all online course with a system for prioritizing what courses most need development or redesign. She also proposed gathering departmental feedback from online instructors to streamline the need for individuals to modify their courses. Amanda proposed the creation of surveys. It was agreed that a subcommittee should be formed at the start of the Fall.
* The process for listing and filling online courses in the schedule was discussed. The department proposed and passed a motion that Amanda meet with Dr. Alford to express the need to ensure full-time faculty courses (load or overload) are listed and filled prior to opening adjunct sections.

Degree Program

* Maria reported that Dr. Albritten said that just because there is a moratorium in place that it doesn’t mean that faculty should stop working on their plans so we can be ready when the moratorium is over. In a show of support for our work, Dr. Wright awarded us 10,000 for travel to SAMLA.

Assessment

* Amy Trogan graciously accepted the nomination for the position of Department Assessment Coordinator. It was unanimously supported by the department. Amy shared the results of the 2013/2014 assessment, which showed that there was no significant deviation between DE courses and nonDE course. See attached report.
* Marty distributed the Assessment Planner created by LAC/

Textbooks

* The Brief Penguin is no longer in print. All courses are now using the McGraw-Hill.
* The McGraw-Hill’s cover will change to reflect our new name; this will change the ISBN but not the pagination.
* The Practical Argument is going into a 2nd edition.
* The Literature and the Writing Process is going into a 10th edition.

Syllabi Revisions

* ENC 1101 and all 1102s are going to curriculum’s April meeting. Amanda explained that due to a common course description shared by all three 1102s, the proposed changes to the Literature course description were removed from the formal proposal to curriculum. This was approved by department.

General Education

* Amanda distributed the new guidelines for Gen Ed and discussed the need to develop the Intro to Literature course. Scott agreed to work on the course over the summer.

DLA

* Amanda announced that Developmental English will become a part of the English department in Fall 2014. There was also a brief update on the transition to implement SB 1720.

Chair Vote

* Both Keith and Amanda discussed their visions for the department and the meeting culminated with a vote.