**English Department Meeting Notes**

1/8/16

Start: 2:35

End: 3:35

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| Lee  Charlotte  Collier | AA-177  J-118  M-120A |

**Present:** Amanda Lehrian, Natala Orobello, Thomas Mohundro, Martha Ambrose, Ellie Bunting, Michael Joy, Scott Ortolano, Amy Trogan, Thomas Wayne, Keith Hunter, Rebecca Harris, Jill Hummel, Ihasha Horn

**Excused:** John Pelot, Jim Langlas, Shawn Moore, Sara Dustin, Jason Calabrese

**Absent:** Jennifer Grove, David Luther

**Meeting Starts 2:35**

* Prof. Lehrian- Requests an Approval of Minutes From Last Meeting
  + Unanimously approved
* Course Level Assessment- Dr. Trogan
  + LAC is wrapping up a couple of things from last semester and the report will be out soon—even earlier than last year.
  + Once it’s out, we’ll look at the report and develop a way to move forward.
  + Dr. Trogan would like to find a way to make it so people won’t be saddled with creating assessment data at the end of their semesters since this is a rather hectic time. It’s something that she is going to be thinking about over the next few weeks.
  + LAC is preparing to assess artifacts for the communication competency. If anyone is interested in helping with the scoring of these artifacts, please let Dr. Trogan know.
* Instructor Draft Feedback Expectation/Guidelines- Prof. Lehrian
  + - Largely received positive feedback on the initial draft. The document should provide a set of guidelines that faculty can use if they are having issues with a student requesting multiple reviews of an essay.
      * There was a suggestion that the number of reviews before students are referred to the Writing Center be changed from two to one, and it was incorporated.
  + Everyone approves the modified version of the form
* Summer and Fall Schedule Updates- Prof Lehrian
  + Dr. Alford was very happy with our scheduling process for the spring semester, and it seemed to work for the faculty as well. In the future, we’ll follow the same process so that everyone has a chance to teach courses that they are interested in.
    - The course scheduling process will get underway next week, so there will be much more on this front very soon.
    - In the future, when they roll the schedule, they will try to roll the rooms as well. Hopefully, it will be a good change, but we’ll have to see how it goes.
    - Prof. Hummel & Prof. Lehrian- Note that LIT 2000 courses are making very well, so it shouldn’t be an issue for people who are interested in teaching this course to have the chance to do so.
* Student Awards
  + Prof. Lehrian- Asks if we want to increase student funding awards from $50 to $100.
    - General agreement
  + Prof. Ambrose-
    - Asks about selection process for the award. She suggests creating more of a process for them.
    - Notes that Communications faculty use their endowment to provide stipends for faculty projects and asks why it is that we are not allowed to do so. More clarification is needed on this front so that we know how to proceed in the future.
  + Prof. Lehrian explains that the initial decision about the student award process was to follow the model used by the Humanities Department (where each professor selects a student they feel is most deserving of the award). However, if we would like to set up a more formal process, that is doable as well.
    - * Prof. Ambrose, Prof. Thomas Wayne, and Prof. Ihasha Horn volunteer to form a committee to draft award guidelines by the February meeting. We will discuss the topic further at that point.
  + Awards ceremony possibilities.
    - Charlotte & Hendry/Glades campuses already have award ceremonies.
    - The status of such a ceremony on the Collier campus will be investigated (no Collier professors are in the meeting to provide this information)
    - The Lee campus will look into combining with the Humanities awards ceremony or putting on their own event. Prof. Hummel will have a meeting with Dr. Alford about this, and we’ll have more dialogue about it at our next meeting.
* Women’s Literature Course- Prof. Orobello
  + Successfully went through curriculum and will start in the fall. There is a textbook committee forming as we speak. Interested faculty should e-mail Prof. Lehrian.

* ENC 1101 Follow Up- Dr. Trogan and Dr. Harris
  + Revised ENC 1101 Gen Ed. Competencies and Outcomes made available.
    - Adjustments were made to make the language about argumentation and rhetoric more nuanced.
    - Question about whether anyone wants something added or revised.
      * Prof. Ambrose- Should there be a specific reference to MLA?
        + Dr. Harris- It might be best to keep it open since others emphasize other versions of documentation
      * Prof. Ambrose- Notes some concerns about what state’s course numbering system says about MLA & argumentation and rhetoric.
        + Requests that we table the proposal to double-check.

Prof. Lehrian- Will post the description on Canvas just to help facilitate the discussion.

* + - * Everyone agrees that changes, if they are needed, should be a quick fix
      * Prof. Horn- Suggested combining 4 & 5 in online discussion.
        + Everyone agrees with the modification.
* ENC 1102s, LIT 2000 Subcommittees and Timeline
  + Department moves through sign-up sheet for Gen Ed. Syllabus revisions, confirming memberships and appointing a leader for each course (refer to course sign-up sheet).
  + Point people will send Prof. Lehrian updated course competencies and outcomes by March 7th.
  + Prof. Ambrose- Relates that everyone should check with the state course numbering system’s outline for the course that they are working on to make sure that they adhere to the official course outline.
  + Dr. Trogan- Offers to help anyone who needs assistance navigating the state’s course numbering system.
* Rose Koches Update- Prof. Ambrose
  + Will have two $300 awards (one in fiction and one in poetry)
    - Prof. Horn asks about page limit/minimum for submissions.
      * 15 page limit for fiction
      * Poetry submissions require a collection of a specific number of poems and/or pages. Official numbers will be out soon.
  + Committee will vote on deadlines, award amounts, and guidelines shortly. Posters and a handout will be posted to Canvas and around campus soon.

* Peace River/FLAC Update
  + Dr. Ortolano- Provides a reminder about Aja Monet’s reading on February 1st and passes around a flyer for the event.
* Serendipity Update- Prof. Orobello
  + Received 16 submissions, all very good. 4 awards going out for poems and short stories. The awards ceremony is on the 21st.
* New Business
  + Prof. Lehrian- Knows that there are some issues with the bookstore this semester and is trying to do as much as possible to have them resolved. The bookstore has been doing their best to address the concerns so hopefully they are taken care of soon.
  + Prof. Horn- Author Matthew Thomas will be giving a reading on January 19th. Another writer will be coming in late March or early April via Dr. DeLuca’s office, and still others will be coming in for Holocaust Week.
  + Prof. Horn- Creative Writing Club is trying to get a poetry slam together and Creative Writing Club now has an official meeting day: the 2nd and 4th Wednesday of every month in L 102.
  + Prof. Joy asks two questions:
    - 1) How does someone become Canvas certified
      * Prof. Lehrian- Contact Rebecca Yost.
    - 2) Question about modularized courses. What is involved, etc.
      * Prof. Lehrian- Notes that modularized courses are self-paced courses where students progress in a directed fashion through the class. Such classes are designed to meet specific state requirements.

**Meeting ends 3:35**

*Notes prepared by Dr. Scott Ortolano*