**English Department Meeting Minutes, 10/9/2015**

Present: Professor Amanda Lehrian, Professor Marty Ambrose, Professor Ellie Bunting, Professor Tom Muhundro, Dr. Amy Trogan, Dr. Sarah Dustin, Professor Keith Hunter, Professor Thomas Wayne, Professor Shawn Moore, Professor Natala Orobello, Professor Jill Hummel, Professor John Pelot, Professor Jim Langlas, Professor Jason Calabrese, Dr. Rebecca Harris, Professor Ihasha Horn

Excused: Dr. Scott Ortolano

Absent: Professor David Luther, Professor Jennifer Grove

Call to Order, 1:00PM

-The minutes from the September meeting are approved unanimously.

-Assessment Update, Dr. Amy Trogan: For 0022, emails have been centralized and responses now go to the coordinator. Templates for ENC 1101 assessment have been sent out. Templates for assessment of ENC 1102 will go out next week. Professors who have been randomly selected for assessment should submit their rubrics by December 14th.

-Dr. Alford has been invited to the meeting in order to discuss the scheduling process going forward.

-He begins by explaining that the schedule for Spring 2016 was rolled from Spring 2015, with the exception of converting MWF classes to MW classes. In his discussion of the history of the scheduling process during his tenure as Dean, he explains that caps have been made more consistent across the board, in part to secure equity of workload. The extra pay cap, for instance, has been increased to 60 students. He explains that the administration and his office are committed to making the scheduling and room software work.

-Faculty will no longer pick CRNs going forward, but return to the regular time matrix. The Qualtrics survey worked for Dobin and online, but not for AHSS. Faculty could not know which CRNs had already been claimed, and with times, not simply identical course numbers, this plan was not feasible.

-In order to make scheduling decisions, the Dean looks at past data, as well as what is happening on the ground in the moment.

-The schedule continues to be a work in progress. Dr. Alford distributes a handout that compares like term to like term. There are 759 classes on the schedule right now, a 20% increase from the previous like term.

-Dr. Alford will prepare the summer schedule for discussion at our November meeting.

-Dr. Alford will give faculty the "density" report Bonnie Lawler is preparing. He says that 11:00 on TR is the most popular requested time. Several faculty indicate they would be willing to choose different times if they could see the "heat map" of class times.

-Professor Hummel and Dr. Harris raise concerns about the fixity of the schedule. Dr. Alford states that there is no justifiable reason to change the schedule for personal reasons.

-Professor Hummel, Professor Bunting raise the issue of the literature rotation. Dr. Alford says that this should be discussed by the department before the schedule goes "live". He will get the department the summer schedule at the November meeting.

-Dr. Alford concludes his portion by distributing information about fundraising for the School of Arts, Humanities, and Social Sciences.

-New LIT course in Women's Literature is discussed by the faculty developer, Professor Natala Orobello. Professors Ambrose, Hummel, Harris, and Mary Beth Vaughn offer suggestions for the course outline and description. Professor John Pelot voices enthusiastic support for the course. The course will be posted to Canvas for comments until the following Friday, then an electronic vote will occur.

-Professors Marty Ambrose and Ellie Bunting have applied for ARC grants in the Fall 2015 funding round. Professor Ambrose offers to discuss the process with faculty interested in applying in the future. Professor Shawn Moore is the chair of the ARC committee and mentions that those interested should also contact him or Dr. Susan Hibbard.

-The meeting is adjourned at 2:35PM.