**Minutes**

English Department Meeting

15 August 2017

L-105

**In Attendance:** Thomas Mohundro, Martha Ambrose, Scott Ortolano, Amy Trogan, Rebecca Harris, Jill Hummel, Ihasha Horn, Jim Langlas, Jason Calabrese, Ellie Bunting, Jeremy Pilarski, Shawn Moore, Jennifer Grove, Keith Hunter, Thomas Wayne, Sara Dustin, David Luther, Judy Van Gaalen, Michael Joy

**Excused:** Natala Orobello, John Pelot

**Absent:** N/A

1. LIT 2000
	1. We will be offering more sections of this class in person and online, as student demand is still outpacing our supply.
2. Assessment
	1. Dr. Moore will be assessment coordinator. Dr. Trogan and Dr. Harris will help him ease into the new position.
	2. Motion made to support these positions by Dr. Grove, vote is in favor and unanimous.
	3. Dr. Van Gaalen -The idea is to streamline assessment and eventually have collection occur automatically via Canvas. Volunteers are needed to help pilot this program. Please get in touch if you are interested.
3. Load Sheets for the Spring
	1. Please complete load sheets by 9/8 so that they can be sent to Bonnie Lawler by 9/15 hard deadline.
4. Final Exam Policy
	1. COP says that faculty need to be available during final exam week, but it does not specify any particular type of activity.
	2. To help head off any issues, please just list the final exam period on the syllabus.
5. Course Updates
	1. Prof. Ambrose and Prof. Bunting developed a new MLA modules this summer. It has been made available in the Course Commons on Canvas.
	2. Dr. Harris has developed some additional resources on Canvas, and they are available in the Course Commons as well.
	3. Prof. Hummel- Asks if switch to 8th edition has been completed at this point (in terms of the work that we accept from students). Prof. Ambrose- Notes that resources have been updated now, so it might be best to switch since students will have to adjust.
	4. The online versions of 1102 (Essay) & American Lit I are in serious need of being updated. General agreement and discussion to revisit this topic at future meetings.
6. Textbook Issues
	1. Textbook for ENC 1102 (Essay) for ground courses. Has been discussion of changing the required textbook. Do we want to form a committee to choose a different book?
	2. Prof. Hummel- Suggests creating an open source departmental reader, with contributions from all faculty.
	3. Dr. Harris- Notes that the unified book of record is *The Little Seagull* so full time faculty can use a different reader if they wish.
	4. Prof. Bunting- Explains that since we are redesigning the online version of ENC 1102 (Essay), it would be a good time to go to an open source model. General agreement from everyone.
7. Hiring
	1. We will be hiring a full time faculty member for Hendry/Glades (committee will start in August) and for the Thomas Edison Campus (Lee committee will start around November). Consider whether or not you would like to serve on these committees! Note that the Hendry position will require some travel to the Hendry/Glades campus in Labelle. The Lee Campus position will be more of a traditional search so it will start in November.
	2. We are also losing Prof. Ambrose at the end of the semester and an argument is being made for us to get an additional hire on Lee Campus and/or on Collier Campus because we are very short staffed.
8. Continuing Contract Faculty Committees
	1. We will also need folks on continuing contract to serve on the Continuing Contract subcommittees for Prof. Horn and Dr. Ortolano. 2 members for each committee will be elected by the department and 1 member will be selected by the candidates. People can serve on both committees. Decisions need to be made by our September meeting. The Dean will write a letter of support or non-support. The departmental continuing contract committee will report to the broader college-wide committees
9. Departmental News/Updates
	1. Rebecca Harris- Suggests creating an FSW Twitter Account
	2. Dr. Ortolano- Lets people know about the Community of Practice in Instructional Technology and visiting Poet Erika Meitner, who will be coming to the Thomas Edison Campus in November.
	3. Prof. Ambrose- Suggests that folks consider applying to Master Teacher Series and for funding from the Academic Research Committee (ARC), which are both great, incredible resources for faculty at FSW.
	4. Dr. Trogan- Is now the DE Coordinator and notes that we have a great crop of DE Instructors.
	5. Dr. Harris- We also need volunteers to serve as mentors to new faculty at FSW (both for DE instructors and adjunct professors).
	6. Prof. Horn- Creative Writing Club has lost most of its members to graduation and transfer so the organization is trying to regroup. Please send any interested students his way.
	7. Students had previously asked if faculty members could do a brown bag lunch to talk about writing, the craft of it, etc.
	8. Prof. Horn and Dr. Chase are interested in taking students to the Sanibel Writer’s Conference, and they need chaperones to help make the minimum number for the group rate of $200.
	9. Prof. Hummel- FSW Writes Committee update- surveying the field and exploring funding opportunities for the upcoming year. The plan is still to do an Emerging Writer’s Symposium in the fall.
	10. Dr. Moore- Developing an Intro to Shakespeare course. We are one of only two state colleges without the class, and he is looking for folks to help develop the course. Please contact him if you are interested. Prof. Ambrose- Suggests that it would also be a good idea to develop an online version of the class when the ground course is developed.
10. Everyone takes a minute to write departmental goals and the meeting concludes.