**Minutes**

English Department Meeting

12 October 2017

1:02-2:40

Lee: I-223, Collier: G-109, Charlotte: O-118, Hendry/Glades: A-106

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

**Excused:** John Pelot

**Absent:** David Luther, Keith Hunter

1. Approval of August Minutes

a. Approved unanimously

2. Spring Schedule Update

a. Schedule is all set. Book orders are in. The deadline for them has already past, but if you are full time and haven’t done a book order yet (and aren’t using the default course books), please get in contact with Dr. Harris as soon as possible.

b. Everything went very smoothly with the scheduling process, especially considering that Hurricane Irma put a crunch on the timeline.

c. Everyone owes Bonnie Lawler their sincere thanks for all of the time and work she put in.

3. New Shakespeare for Non-Majors Course Proposal

a. Dr. Moore-

 i. Thanks to everyone who has already given feedback.

 ii. There is a great need for this course and additional courses to meet student demand for literature classes.

 iii. Additional feedback is offered on some of the wording in the outcomes, etc

 iv. Unanimous vote of support from the faculty members who are present at the meeting—all of whom agree to have their names added to the course proposal form as supporting faculty.

 v. Departmental folks can attend the Curriculum Committee meeting to support the course if they are able to do so. The next CC meeting will be on Nov. 17th.

4. Election of Continuing Contract Subcommittees (Official)

a. Prof. Horn’s subcommittee:

 i. Chairperson: Prof. Jill Hummel

 ii. Supporting Review Person: Dr. Rebecca Harris

 iii. Supporting Review Person: Dr. Amy Trogan

b. Dr. Ortolano’s subcommittee:

 i. Chairperson: Prof. Jill Hummel

 ii. Supporting Review Person: Dr. Rebecca Harris

 iii. Supporting Review Person: Dr. Amy Trogan

c. Elections of the subcommittees are unanimous.

5. Hiring Committees for Hendry/Glades and Lee positions (Update)

a. Hendry/Glades Position- Dr. Harris, Dr. Moore, & Dr. Ortolano will be on the hiring committee. If anyone has become interested since the last meeting, please contact Dr. Harris

 i. This job just posted and should be online for approximately three weeks.

b. Lee Position(s)- Still trying to get official word on if we will have one or two openings, but the wheels are moving regardless. This search is a bit behind the other one, but the advertisement will be posted shortly. Please contact Dr. Harris if you are interested in being on the committee.

6. Textbook Updates

a. Conversations have occurred with the bookstore, and most of the issues that caused textbook problems in previous semesters have been addressed. We should be better on this front moving forward.

b. A committee is forming to create open-access materials for future iterations of Composition II. Please let Dr. Harris know if you are interested in serving on the committee.

c. Dr. Harris suggests creating a repository for course materials in the interim/as an alternate.

 i. Enthusiastic support for this idea.

 ii. Dr. Harris will look into getting a Canvas shell or some other mode of creating this resource and making it available to all faculty.

7. Assessment Plan Updates + New Process Explanation

a. Updates are provided on the course learning outcomes that the department chose for the Comp I and LIT 2000 pilot assessment programs (see supporting materials for the meeting). This pilot assessment will occur in the spring and faculty members who are selected to submit artifacts will be contacted at that time.

b. Dr. Moore (assessment coordinator)- I have received the names of the people who have been chosen for ENC 1101 & ENC 1102 assessments.

 i. 10% of the courses were randomly selected for sampling. Dr. Moore will be in touch with the folks who have been chosen for ENC 1101 and those whose ENC 1102 courses were chosen should already have been contacted.

c. Dr. Grove- Notes that ENC 0022 needs to be overhauled as a course and in terms of assessment.

 i. Dr. Moore agrees and plans are made to start the process this spring.

8. Committee/Subcommittee Updates

a. Rose Koches- Prof. Ambrose- There was a new process last year that made it more difficult for students to receive their awards. The committee is going to meet and brainstorm some new ideas for how to work around this new hurdle.

b. DE Coordinator- Dr. Trogan- Have had some initial meetings and are brainstorming ways of helping to streamline the process of how materials are submitted.

c. Dr. Harris- 43% of DE classes offered by the college are via our department so we have the lion’s share of these classes.

d. Dr. Grove- There seems to be an inordinate amount of DE students in online courses and there are a number of issues with them not keeping up with the work or having difficulty with the technology on high school computers.

 i. Prof. Bunting- A new process is being worked on to address this because it is an issue with DE students in online courses across the college.

**9.** Faculty Announcements/Updates

a. Prof. Ambrose- Reminds everyone that the ARC Grant workshop is being held on the 20th.

b. Prof. Hummel and Dr. Ortolano- Please remember that Erika Meitner is coming on Nov. 6th. A flyer for her talk and scans of her reading are available on Canvas. It will be a great event. Please let your students know about it.

c. Prof. Joy- Florida Chapter of Mystery Writers of America meets each month in L 108.

 i. On Nov. 4th, they will have an author coming down to talk about how to get published.

 ii. Nov. 18th is their next regular meeting.

 iii. Sleuth Fest will be held in March in Boca Raton. Prof. Joy is helping to plan this event. If you are interested in coming to workshop your work and talk to other mystery writers, please get in touch with him.

d. Dr. Harris- The Black Maria Film Festival is starting tomorrow. It is a great event and everyone should definitely think about coming.

e. Prof. Horn-

 i. The Creative Writing Club has chosen Nov. 9th for their poetry reading event. It will function as a fundraiser for Toni Hall Mcenery so it would be great to have some faculty support—as attendees, readers, etc.

 ii. The Creative Writing Club is also working on the Thanksgiving food drive and donations can be dropped off at Prof. Horn’s office.

10. Additional New Business

a. Some concerns are raised about the Writing Center and students’ ability to use MLA correctly in Composition II. It seems like MLA isn’t being taught in all of the Composition I courses.

 i. In relation to the Writing Center:

1. General agreement that a better dialogue is needed with the Writing Center.

2. Prof. Orobello- Suggests that faculty members meet with the Writing Center at the start of each semester to help make sure that they are on the same page.

 ii. In regard to the MLA problem:

1. Dr. Harris- MLA is an essential component of Composition I. If people hear about incidents when it is not taught in the course, they should relay that information to the Dean so that the problem can be remedied as quickly as possible.

2. Dr. Harris- Reminds everyone that there is a repository of syllabi, resources etc. on Canvas for full-time faculty and adjuncts. If anyone has additional materials, they should submit them to this repository of information.

11. 2017-2018 Goals and New Working Groups

a. An email will be sent for each of the potential working groups that the department voted for so people can sign up and help to work toward the goals that we set for ourselves.

*Notes Prepared by Dr. Scott Ortolano*