

## English Department Meeting Minutes

15 August 2018

Lee: L-105

Start: 2:25

End: 3:35

**In Attendance:** Amy Trogan, Rebecca Harris, Ihasha Horn, Ellie Bunting, Shawn Moore, Natala Orobello, Thomas Mohundro, Jason Calabrese, Scott Ortolano, Thomas Wayne, Sara Dustin, Michael Joy, Jeremy Pilarski, Jennifer Grove, Jill Hummel, John Pelot, Martha Ambrose, Brandi George, Cara Minardi-Power, Katie Waddell

**Excused:**

**Absent:** David Luther

1. Meeting begins by welcoming new faculty to our department (Brandi George, Cara Minardi-Power, Katie Waddell, Jeremy Pilarski, and Michael Joy)
2. Fall/Spring Schedule Update
  - 2.1 Literature and CRW offerings will be “rationalized” to make us more efficient and boost enrollment.
  - 2.2 We will continue to work to find the right rhythm. It is possible the genre class or other classes will be more popular than the surveys. We are going to try not to duplicate too many classes (Lit 2000 being the exception).
  - 2.3 Lit enrollment and SHP/Advising/Writing Intensive Update
  - 2.4 Please return schedule requests ASAP.
  - 2.5 Prof. Hummel reminds everyone of the importance of Comp I in students’ experience at the college as well as in their perception of our department & discipline. It’s essential that we keep this as an emphasis.
3. Librarian Visit (Professor Jane Charles and Professor Arenthia Herren)
  - 3.1 Librarians discuss the many resources that are available to students and faculty at FSW through the library.
  - 3.2 Library is in the process of reordering books and would be happy to work with you on any new courses that you are developing.
4. Reminders on Canvas, Office Hours, and Final Exam policies
  - 4.1 Please make sure that all of your courses are published on Canvas.
  - 4.2 Please send in your office hours when you can and make sure that you have the necessary number available.
  - 4.3 All classes need a final culminating activity of some sort during final exam week.
5. Hiring Committees: Lee, Collier, Charlotte (joint Humanities position)
  - 5.1 More on this below (See #19)
6. One Book, One College Ad-Hoc Committee
  - 6.1 Prof. Calabrese will serve as the English Department’s rep for this committee
7. FSW English Facebook Page

- 7.1 Prof. Horn is in the process of updating the page. Please send him any photos that you have of events around campus here, etc.
- 7.2 Prof. Horn is also in the process of establishing official web space for the department.
- 8. ENC 1102 Essay Update
  - 8.1 New open source textbook for Comp II (Essay) is now available on Canvas in the course commons.
- 9. ENC 1102 Tech Book Update/Committee/Online Development
  - 9.1 Prof. Pilarski is facilitating the update for this course. Please reach out to him if you are interested in participating.
- 10. Writing Center Liaison (Scott Ortolano)
  - 10.1 Position has been completely revamped. The duties have been expanded so that we can play a more integral role in the training of the tutors and so that we can have a continual connection with what occurs at the Writing Center.
    - 10.1.1 New guidelines are made available to attendees.
    - 10.1.2 The most significant change is that the expanded position now requires weekly meetings with tutors, monthly assessment meetings with Academic support, Academic Support conferences at the start of the semester, as well as Writing Center Conversation meetings each month.
    - 10.1.3 Please just let Dr. Ortolano know if you have any issues or concerns with the Writing Center. This new format will let us address concerns continuously and (hopefully) rather quickly.
- 11. Committee/Subcommittee Updates
  - 11.1 Prof. Moore is nominated for the eLearning coordinator position.
- 12. Faculty Announcements/Updates
  - 12.1 Dr. Ortolano makes announcement about Community of Practice in Instructional Tech and visiting writer Alissa Nutting.
  - 12.2 Dr. Harris reminds people about the new student newspaper and to let their students know about opportunities to participate in it.
  - 12.3 Prof. Hummel notes that FSW Writes will have its first meeting of the semester soon. Get in touch with her or Prof. Horn if you're interested in joining up.
  - 12.4 Prof. Horn announces that the Creative Writing Club is in the process of starting its engines as is the new Sustainability Club that he will be leading.
- 13. Additional New Business
  - 13.1 Big Projects for AY 2018-19
    - 13.1.1 Creative Writing Program/Programming 360 Review (Ihasha, Brandi, Mike, John)
    - 13.1.2 0022/Developmental/ENC 1101 Pathway (Rebecca, Tom, Cara, Mike, Jennifer)
    - 13.1.3 Online Development: Shakespeare for Non-Majors (Shawn Moore and Ellie Bunting)

13.1.4 Social Events/Social Media (Jill, Jason, Natalia)

13.1.5 Hiring (Lee, Collier, Charlotte)

13.1.5.1 Collier: Sara D. will serve as chair

13.1.5.2 Lee: Rebecca, Jill, Arenthia H., Katie, Shawn

13.1.5.3 Charlotte: Joint w/ Humanities (Dana R., Rebecca?)

13.1.6 ENC 1102 Tech Emphasis (Ground) Book Selection and/or Development  
(Mike, Jeremy, Shawn, Tom Mohundro)

*Notes Prepared by Scott Ortolano*