

# English Department Meeting Agenda

10/14/16

1:05-2:30

Lee	AA-177
Charlotte	O-118
Collier	M-120
Hendry/Glades	A-106

**In Attendance:** Amanda Lehrian, Natala Orobello, Thomas Mohundro, Martha Ambrose, Scott Ortolano, Amy Trogan, Thomas Wayne, Keith Hunter, Rebecca Harris, Jill Hummel, Ihasha Horn, Shawn Moore, Sara Dustin, Jim Langlas, Jason Calabrese, Jennifer Grove, Michael Joy

**Excused:** John Pelot, Ellie Bunting

**Absent:** David Luther

- The minutes from the last meeting are unanimously approved.
- ENC 1101 Handbook Committee
  - Need to form a committee to select a new handbook for first-year writing courses. The committee will review potential texts and make recommendations to the department with a goal of choosing the book by March.
    - Dr. Harris, Prof. Hummel, Prof. Orobello, Dr. Grove, Prof. Hunter, and Dr. Ortolano all volunteer to help. Anyone else can join if they become interested.
- New Department Statement on Updated MLA
  - We need a statement from the English Department recommending how the new MLA updated should be treated—in the context of expectations for student writing. Most students are not trained in the 8<sup>th</sup> edition, and it's hard to expect them to have a thorough knowledge of it for their writing assignments unless they are taught the updated MLA in that specific course (especially since the field itself is in a state of transition). There should probably be a grace period of approximately two years so that students and the resources they rely upon have a chance to adjust.
  - Prof. Hummel will craft a statement for the college, and it will be reviewed at the next meeting.
- Online Citation Revision Matrix
  - Prof. Ambrose- MLA is embedded in modules for almost all of the online courses. It needs to be updated across the board. This redesign will be especially significant for first-year writing courses.
    - Prof. Ambrose will create a grid that provides a view of the situation so that we can assess what needs to be modified. The matrix will also help us figure out who designed each course and who can do the redesign. It will be shared with faculty once it has been completed.

**Commented [SNO1]:** Hey, everyone, just let me know if I accidentally left anyone off this list.

- Additionally, we have new textbook editions forthcoming. As a result, the online courses will need to be updated to reflect these changes as well.
  - Prof. Lehrian volunteers to craft a statement for Online about the work that will be involved. We will continue this discussion at a future meeting (once we hear back from Online and have a chance to review the matrix).
- ENC 1102 Essay Text
  - Prof. Lehrian- Has heard some rumblings about the current version of *Practical Argument*, which just changed to a new edition.
    - Asks about whether people would be interested in switching to the same policy that we use for Comp I textbooks, where full-time faculty must use the same handbook but can choose their own course textbooks.
    - The suggestion is met with enthusiastic agreement and no dissenting opinions.
- Scheduling Follow Up
  - Any questions about full-time scheduling process?
    - None at this point.
- DE Issues & Bookstore Follow-up (in Terms of Listed Texts)
  - There have been some issues with DE students and their resources (e.g. some high schools block Storify and some students have trouble acquiring the right book). If an issue arises, please let Prof. Lehrian know so she can catalogue the problems and identify schools that might be having trouble adequately supplying students.
  - It is important that we hold DE courses to the same standard as classes on FSW's campus and that the students have the materials necessary to succeed. We will absolutely continue to work to make sure that this happens consistently.
  - Prof. Ambrose- Asks about the possibility of sending a textbook list to Kristen Rickman before the start of each semester with a list of books.
    - Prof. Lehrian- Says that this is a great idea and is why she posted the list of books on Canvas. Everyone needs to check and make sure that their spring books have been listed correctly. This will help Prof. Lehrian adjust everything before the semester starts.
  - Prof. Ambrose and Dr. Trogan- There are some concerns about grade inflation with DE students who are taught off campus. The grades are often inflated (usually to due pressure from outside the classroom), and it is something we need to keep an eye on.
    - Prof. Lehrian- Says that she will check into it and Prof. Ambrose notes that she will share her data with Prof. Lehrian.
- Mentor Needs
  - We have a number of adjunct faculty members who need mentors. People have been stepping up, but we still have 24 new adjunct faculty or adjunct faculty up for review who do not yet have mentors.
  - Prof. Grove- Asks if weekly updates from mentors are required as they have been in the past.

- Prof. Lehrian- Mentions that it isn't a requirement and the new guidelines are available on Canvas.
  - Dr. Grove- Asks when new course syllabi will be available on document manager
    - Dr. Harris- Explains that they will be up between the end of October and the end of the semester.
  - Dr. Grove- Asks where the files can be located in Canvas.
    - Prof. Lehrian- They are available in the Announcements section.
- Assessment Discussion- Dr. Harris and Dr. Trogan
  - College-Wide Assessment & Artifacts
    - A couple of years ago, the Gen Ed assessment process was revised to predicate it on voluntary faculty participation—through the submission of guidelines and artifacts.
    - The deadline for guidelines is next week. The two areas being assessed are Critical Thinking & Quantitative Reasoning
    - For the process, you need to complete the form (which is attached to the last assessment newsletter and was sent around via email). When the semester concludes, you pick a section that incorporates that assignment and outcome and send the artifacts to Dr. Trogan (all of the artifacts will be wiped so that student work remains anonymous).
    - We really could use more assessments from English courses, particularly composition.
  - LIT 2000 needs to be assessed because it is a core course. The assessment working group created a rubric and assessment outcome to pilot the assessment process.
    - Instead of looking at a culminating project, the idea is to focus on a specific outcome (identified in the handout covering LIT 2000's pilot assessment).
    - Department faculty look at assessment rubric and Dr. Harris asks if there are questions about it.
      - Prof. Ambrose says that she really likes the strategy and how the rubric is written.
      - Dr. Grove asks what assignment is being assessed.
        - Dr. Harris notes that there is no specific assignment. Instead, faculty choose the assignment that they believe best matches the criteria.
    - Department faculty look at assessment schedule for the academic year:
      - The fall focuses on LIT 2000.
      - The spring focuses on ENC 1101 & ENC 1102.
        - Items will be posted on Canvas as the assessment period nears.
    - Dr. Harris asks anyone who has a great assignment that fulfills the criteria in an exemplary manner to please send it along to her and Dr. Trogan.
- Dr. McClinton Visits Department Meeting

- Wanted to speak with everyone about the need for faculty mentors. One of the goals of the restructuring process was to bring adjuncts into the fold. They need to be aware that their supervisor isn't an adjunct coordinator but the Department Chair/Department in which they are situated. Mentorship is the key to achieving this.
  - The mentorship process is also supposed to help ensure that what occurs in the adjunct classroom matches what occurs in the classrooms of full-time faculty.
  - Everyone is being strongly encouraged to take at least one mentee to help with this burden.
  - DE in the high schools is an important way to provide access to students who otherwise would not be able to attend college. The process is essential, but it is just as important to make sure that our standards are upheld.
  - The new CNA has budgeted for this process, so faculty will be rewarded after the review has been submitted.
  - Compensation for mentorship is at \$200 for adjuncts at high school and \$150 for adjuncts who teach at FSW (the extra money compensates for the gas needed to conduct teaching observations at high school sites).
- Writing Center Update
    - New hires at Writing Center
      - Sarah Stone & Alicia Lavender have both joined the Writing Center staff as full-time hires. The number of tutors has expanded, and English courses make up more than half of the assignments that are taken to the Writing Center.
- FSW Writes / Creative Writing Club
    - Prof. Hummel (FSW Writes)- First Annual Emerging Writers Symposium is officially a go and will take place on October 29<sup>th</sup>. Flyers and pamphlets for the event (created by Prof. Horn) are dispersed to those in attendance. Thank you so much for departmental support and to Prof. Horn and Dr. Ortolano for helping to plan and facilitate the event. It's all very exciting, and we couldn't have done it without everyone backing the symposium.
    - Prof Horn (Creative Writing Club)- Putting together a poetry slam of sorts for November. The students are very excited, and it should be a great time.
      - Another project currently going on is an *Illuminations* reboot. The funds have been approved and some tentative plans have been developed for the lunch.
        - The goal is to set up a three-tiered system in which student referees conduct an initial sorting of submissions and then faculty editors will get things in shape. Once this occurs, a college-wide board will review the manuscript to make sure everything is up to par.
        - Dr. McClinton suggested that the best way to do this would be to run a course in the fall and spring to secure student help, budget time, etc. (fall will be used to recruit and review content and the spring will involve putting the magazine together and publishing it).

- New Business

- Prof. Ambrose- A week from Saturday is the Black Maria film festival. The “Year Without Summer,” a multidisciplinary panel, occurred last week and was well attended. Dr. Stuart’s fall play, *Paragon Springs*, is approaching, and they actually have Dr. Marc Edwards, the scientist who did the Flint water quality testing, coming to give a talk at the first performance. There are just a lot of great things happening.
- Dr. Ortolano- Thanks to everyone who helped support the Maile Chapman reading. We had approximately sixty students in attendance, and the event was a great success. There is another FLAC reading coming up on the Charlotte Campus on Oct. 31<sup>st</sup>. In addition, Lee and Collier have other readings scheduled for the spring.

Meeting concludes

*Notes Prepared by Dr. Scott Ortolano*