

English Department Meeting Agenda

August 19th, 2020, 2:15 pm

<https://fsw.zoom.us/j/93188540128>

Meeting ID: 931 8854 0128

In attendance: Ellie Bunting, Amy Trogan, Rebecca Harris, Shawn Moore, Thomas Mohundro, Scott Ortolano, Jeremy Pilarski, Jill Hummel, Cara Minardi-Power, Ihasha Horn, Michael Barach, Mark Massaro, Suzanne Biedenbach, Jason Calabrese, Sara Dustin, John Pelot, Eric Ivy, Catherine Gooch, Katie Waddell, Ellie Bunting, Brandi George, Leonard Owens, Marty Ambrose, Mary Vaughn, Edward Krzeminski, Jennifer Grove, Thomas Wayne, Laura Tichy-Smith, Sherrie Miller

Excused: NA

Absent: David Luther

1. Welcome
 - a. Everyone is welcomed back to our crazy and wild semester.
 - b. Dr. Trogan expresses her thanks for all of the incredible work that has taken place this summer—whether this has involved building new resources or putting in extra time to get additional training. Everyone has really pulled together and done fantastic work!
2. February Minutes Approval
 - a. Unanimously approved
3. COVID-Related Items
 - a. COVID reporting
 - i. Resources and procedures are reviewed. Everyone is clear on this, and there are no questions about it at this time.
 - b. Common Language in Canvas and Syllabus
 1. The syllabus statement regarding COVID-19 is as follows:
 - a. Students must follow the social distancing guidelines as elaborated by the faculty to include following any and all directions for seating and moving around the classroom. Properly worn face coverings (shielding nose and mouth) are required in classrooms. Social distancing, face coverings and good hygiene (specifically hand washing) are critical elements for safety of all. Students enrolled in classes where close contact between persons is likely may have additional Personal Protective Equipment (PPE) requirements on campus and in clinical sites as elaborated by the course instructors. Absolutely no eating or drinking is permitted in the classrooms. The College is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford individuals with disabilities equal opportunity to access its programs, services, and activities.
 - ii. Please make FSW's COVID policy explicit in syllabi.

1. Concurrent instructors should make it explicit as well in case their students visit an FSW campus.
 - c. Office Hours
 - i. Any questions about office hours?
 1. Faculty members should consider asking students to contact them in advance before in-person office hours (to make sure there is no overlap between students and so you have time to sanitize the office, etc.)
 2. A Zoom link should be provided on syllabi and the office hours approval sheet if *all* of a faculty member's office hours are being offered online
 - a. The link doesn't need to be provided if only a portion of the office hours are being provided online.
 - d. Instructional Modalities
 - i. Dr. Minardi-Power—Question about how folks who are using a blended model are dividing students to limit attendance in the classroom.
 1. Enrollment numbers keep changing as the first day of class approaches, so it is a challenge. Not sure how many students will check Canvas before the first class, so the first day is a particularly difficult pickle.
 - a. Further discussion follows: It is a tough situation and something that faculty members will need to evaluate on a case-by-case basis as the enrollment numbers continue to fluctuate. It is all just another complicated and unfortunate consequence of the times.
 2. We will communicate these concerns to the dean.
 - ii. Other questions arise about how folks are managing these sorts of classroom situations with some of the alternative models.
 1. General discussion follows about this topic, and folks who are teaching the same modality decide to talk about it further after the meeting.
 - e. Tech Needs
 - i. Is there any clarification or assistance needed in terms of the technology that will be required for your courses?
 - ii. Question about whether everyone who is teaching Flex has gotten the necessary resources from Jason Dudley.
 1. Dudley is available and responding quickly right now, so people should get a rapid response if they reach out to him/IT.
 - f. Library Services
 - i. Prof. Herren gave a great presentation on this during the division meeting.
 1. No clarification needed.
4. Assessment—Cara Minardi-Power
 - a. Report has been generated (and is available on Canvas with initial materials for today's meeting).
 - i. Some of our assessments from the spring didn't come to fruition due to the pandemic. Fall assessments will try to build on what was done in the spring and close a few loops.
 - ii. Numbers have been very positive thus far.

- iii. Everyone agrees that things look great and that Dr. Minardi-Power is doing a wonderful job!
- 5. Writing Center—Dr. Katie Waddell
 - a. Quite a bit of work is being done and much progress has been made since our last meeting.
 - i. Due to the pandemic, synchronous online sessions are being held via Zoom, and there is an electronic drop off service as well for asynchronous help (with a 48-hour turnaround).
 - ii. No face-to-face Writing Center help. However, students can use computers in the centers for sessions.
 - iii. Really great faculty presentations have been given to improve the work that the IAs do.
 - iv. A new MLA formatting tutorial from the Writing Center is available for composition courses.
 - v. Everyone thanks Dr. Waddell for her outstanding work!
- 6. Mentoring
 - a. There are some mentoring opportunities for new adjuncts at the college as well as for folks who are teaching online for the first time.
- 7. CRW Issue
 - a. Both Creative Writing courses are still Writing Intensive, but this is a holdover from another time and can be confusing because the course can't count as a General Education class.
 - i. After discussions with Dr. Teed, Dr. Page, Dr. McClinton, and Dr. Seelau, it has been decided that the easiest course of action is to remove the final line of the description (which stipulates that the class is Writing Intensive) and remove the Writing Intensive designation in general.
 - ii. This line will be removed. Dr. Trogan will reach out to the committee to figure out the best path forward here.
 - iii. Prof. Horn raises a question about altering some of the other wording as well to replace the missing lines and better flesh out the course information.
 - 1. It is agreed that this will be revisited by faculty who teach the class.
- 8. Curriculum Update
 - a. New process will be used by the Curriculum Committee to streamline the course proposal and revision process.
- 9. FLAC Update—Dr. Scott Ortolano
 - a. The Florida Literary Arts Coalition is taking a temporary, and perhaps a permanent, hiatus. The head of the organization is stepping down, and there is no clear replacement. Furthermore, the group's membership has been declining as some of the larger universities and colleges have decided to strike out on their own. Finally, much of the funding from the state has dried up with the pandemic, and it is uncertain when, or if, the funding will return. This may be the end of the organization, though it is too early to tell.
 - b. Prof. Pelot- It might be time for us to head in a new direction anyway. We have a wonderful collection of Creative Writing faculty with connections to a myriad of writers, and we should be able to create events on our own without much trouble.
 - i. There is general agreement about this, and the subject will be revisited in the future.
- 10. Concurrent Instruction—Prof. Jeremy Pilarski

- a. Prof. Pilarski has taken over the role and is really running with it and doing great things!
 - i. Prof. Pilarski is in the process of reviewing syllabi and will work with Dr. Teed, Dr. Page, and Dr. Trogan on the language that will be needed in these syllabi.
 - ii. Concurrent faculty will be teaching their courses via the flex model for right now, but things could also change.

11. Faculty Updates

- a. Dr. Hummel has completed her PhD and crafted a really excellent dissertation in the process!!! Everyone congratulates Dr. Hummel on a job well done, which is made all the more impressive given the fact that so much of the work occurred under the shadow of the pandemic!
- b. Prof. Horn had a new baby!
- c. Prof. Massaro purchased a home!
- d. Dr. Harris is co-leading the college's new QEP on transdisciplinary communication!
- e. Dr. Moore and Dr. George won two of the three new research reassignment positions!
 - i. Dr. George is working on an exciting novel.
 - ii. Dr. Moore is doing incredible digital archival research work and scholarship on Margaret Cavendish.

12. New Business

- a. New portfolio evaluation process will now be handled via Portfolium
- b. Dr. Dustin announces a film contest for students related to Jane Austen. The information is shared with the department and can be found below:
<https://www.jasnaswf.org/event/young-filmmakers-contest/>

Notes prepared by Dr. Scott Ortolano