**English Department Meeting—11/13/2020**

Start: 1:00

End: 2:40 PM

Rebecca Harris, Shawn Moore, Ihasha Horn, Michael Barach, Tom Mohundro, Jennifer Grove, Brandi George, Jeremy Pilarski, Suzanne Biedenbach, Cara Minardi-Power, Amy Trogan, Jill Hummel, Leonard Owens, Cate Gooch, Katie Waddell, Thomas Wayne, Jason Calabrese, Sara Dustin, Ellie Bunting, Mark Massaro, David Luther, Eric Ivey, , Laura Tichy-Smith, Mary Vaughn.

Excused: Scott Ortolano

Absent: Thomas Wayne, Jennifer Grove

Meeting called by Department Chair, Dr. Amy Trogan.

* **Call to Order**
* **Minutes Approved**
* **ENC 1101 Textbooks—Dr. Amy Trogan**
* *Dr. Amy Trogan:*
* Decision to update the latest edition of *They Say/I Say*.
* Faculty should have access to the new online edition and are encouraged to peruse new material.
* New edition contains more contemporary essays.
* If adopted, Dr. Harris will adjust the online course shell to accommodate the changes of the new edition.
* Before making the decision to adopt, look over the new text and give feedback.
* **Curriculum Committee**
* *Dr. Amy Trogan:*
* **Important Dates**
	+ - * Add a new fall course by February meeting.
			* Deadline is when we return in January.
			* Currently working on wording for the requirements of a writing intensive course discipline wide.
* **Assessment—Dr. Cara Minardi-Power**
* *Dr. Cara Minardi-Power:*
* **Assessment Requests and Updates**
* Request for Committee scorers. Small stipend available. Good experience for assessment.
* Rework of General Education competencies *Communicate and Research* for the Spring.
* Volunteers welcome. Discussions on how to improve these competencies during Syllabus Palooza.
* Reminder about Team Aspire. Selected assignments need to be ready by December 15—the same day as final grades.
* Keep an eye out Communication Matters series in the Spring. Good PD opportunity.
* Any questions, please contact Dr. Minardi-Power.
* *Dr. Amy Trogan:*

Please choose research-based assignment as an artifact.

Ranking is 1-5 (5 is the best; 1 is the worst).

Please remind students to do the SOS survey. Due 11/27/2020.

Making it an assignment can incentivize students to complete it.

Lit. 2000 needs reassessment. Thoughts from faculty:

* *Professor Ihasha Horn:*
* Separate ENC 1102 Literature Emphasis and Lit 2000 data.
* *Dr. Trogan*:
* Assessment will include all modalities.
* *Professor Mary Vaughn:*
* What distinguishes Lit. 2000 from ENC 1102 Lit. Emphasis?
* *Dr. Trogan*:
* ENC 1102 Lit. focuses on writing; Lit. 2000 focuses on the stories.
* **Dual Enrollment Update**
* *Professor Jeremy Pilarski*
* **End of Semester Dates, Online Certification, and Articulation Agreement.**
* Dr. Amanda Sterk sent out a list of important dates for CF. Final grade due day dates may vary based on the schools start date. Sent an email to Dr. Sterk to confirm dates.
* Some of the CF still working on online certification. Dr. Sterk doing a follow-up to make sure all CF are certified to the Spring.
* New articulation agreement. CF still have yearly portfolios.
* Section 13: District Collaboration and Communication: Students attending class at the high school need to participate in one FSW event. Problem: proof students attended event. Proof: CF instructors can create an essay or discussion post assignment*.*
* *Professor Leonard Owens*
* Suggests students take a picture using their phone

 and attaching it to the assignment

* **Writing Center Update**
* *Dr. Katie Waddell*
* **Canvas, Assignments, Encouragements.**
* Writing Center Canvas tab coming soon.
* Recommend on the Writing Center Instead of

 Tutor.com.

* Live sessions have a drop-off option.
* Encourage students to use the Writing Center.
* *Prof. Mary Beth*:
* Suggest an assignment where students schedule virtual appointment. Make it an incomplete and complete grade.
* Have the Writing Center evaluate the assignment.
* *Dr. Jill Hummel*:
* Writing Center not happy with students showing up with an assignment to evaluate. Causes congestion.
* *Dr. Katie Waddell*:
* Schedule a class meeting at the Writing Center. Introduce the students to the Writing Center. Get to come on their own initiative.
* *Prof. Mark Massaro*:
* Offer extra credit assignment. 5 pts.
* *Group Commentary:*
* Extra credit may not work. Students bring incomplete or minor assignments to get credit.
* **Online Shells**
* *Dr. Amy Trogan:*
* **Students Taking Shortcuts through modules**
* Suggestions on getting students to do their work

 through Canvas. Suggestions. Need more MOMs.

 Thank-you given to Prof. Horn and Dr. Sara Dustin

 for being great MOMs.

* *Dr. Hummel:*
* Make the modules sequential. Create speedbumps

 throughout the course using specific learning

 materials. Strategize. Make them review the

 concepts.

* *Prof. Horn*:
* Create a to-do list.
* *Prof. Laura*:
* Create a survey quiz. Remind students they need a

 computer to take the course, not their phones.

* *Dr. Hummel:*
* Is it possible to make changes to the shell?
* *Dr. Rebecca Harris:*
* E-Learning discourages making changes to the

 course shell. As a reminder, make sure students go

 through the modules.

* *Prof. Massaro:*
* Make quizzes specific to reading or the assignment. Doing so makes it evident who is paying attention.
* *Dr. Harris*:
* Use templates. Accountability items in the master

 shell.

* *Prof. Horn:*
* Some students do not have laptops. Also, some students with disabilities cannot use a laptop. Issues brought up during the MOM meetings. Also, perhaps Cornerstone courses could discuss ways students comport themselves in an academic setting.
* **Administrative**
* Dr. Amy Trogan
* **Adjunct Mentoring, Spring Ground Courses, and Face Coverings.**
* Need for more adjunct mentors. Faculty doing a good job mentoring adjuncts. Also, established adjuncts mentoring new adjunct faculty.
* No registration overrides for spring ground courses.
* Encourage students to register for Spring 2021.
* Encourage students to wear face coverings.
* **Faculty News and Administrative Updates**
* *Dr. Brandi George and Prof. Ihasha Horn*:
* Deadlines for *Illuminations* pushed back to Friday,

 December 4.

* Next CRW meeting is November 20. Zoom

 link on the flyer.

* Dr. Brian Page indicated enrollment issues with

 Creative Writing at different campuses.

* Requests to lower enrollment caps to 15.
* Efforts to increase enrollment will be discussed at

 CRW meetings

*Notes: Jeremy Pilarski*