

From: [Eileen DeLuca](#)
To: [Deborah D. Teed](#); [Sheila Seelau](#)
Cc: [Jeffrey D. Peterman](#)
Subject: RE: Deletion of WI language from CRW courses
Date: Monday, August 24, 2020 10:48:32 AM
Attachments: [image001.png](#)
[CRW_Memo.pdf](#)

See attached approval.

Thanks, all!

From: Deborah D. Teed
Sent: Monday, August 24, 2020 10:19 AM
To: Sheila Seelau <Sheila.Seelau@fsw.edu>
Cc: Eileen DeLuca <Eileen.DeLuca@fsw.edu>; Jeffrey D. Peterman <Jeffrey.Peterman@fsw.edu>
Subject: RE: Deletion of WI language from CRW courses

Dr. Seelau, I saw that in the copy you sent the other day and unfortunately, I worked from your email instead of my saved copy.

I just retyped it because I don't like typos any better than you do.

Deborah Teed, Ph.D.

Dean of Arts, Humanities & Social Sciences
8099 College Parkway
Fort Myers, Florida 33919
239.489.9248
dteed@fsw.edu



From: Sheila Seelau
Sent: Monday, August 24, 2020 10:09 AM
To: Deborah D. Teed <Deborah.Teed@fsw.edu>
Cc: Eileen DeLuca <Eileen.DeLuca@fsw.edu>; Jeffrey D. Peterman <Jeffrey.Peterman@fsw.edu>
Subject: Re: Deletion of WI language from CRW courses

Good morning, Dr. Teed.

Thanks for your email and the updated Memo regarding the changes to CRW courses.

I forgot to mention I noticed a typo! In the line about "earning a C or better" the word "severs" should be "serves" - quite different! But I get it.

Now we'll just need Dr. DeLuca to sign her approval and we'll put it on the Sept 4 meeting agenda.

Sheila

Sheila M. Seelau, Ph.D.

Professor of Psychology

Florida SouthWestern State College

Lee Campus, Hendry Hall, K-224

(239) 489-9045 (Lee ext. 11045)

Mental Health Matters!

- FREE Mental Health Services available on all campuses: <https://www.fsw.edu/counseling>
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

From: Deborah D. Teed <Deborah.Teed@fsw.edu>

Sent: Monday, August 24, 2020 10:03 AM

To: Sheila Seelau <Sheila.Seelau@fsw.edu>; Amy Trogan <Amy.Trogan@fsw.edu>; Eileen DeLuca <Eileen.DeLuca@fsw.edu>

Cc: Mary Myers <Mary.Myers@fsw.edu>; Jeffrey D. Peterman <Jeffrey.Peterman@fsw.edu>; Kelsea R. Livingstone <Kelsea.Livingstone@fsw.edu>

Subject: RE: Deletion of WI language from CRW courses

Good morning, Dr. Seelau,

I have attached the revised Memorandum.

Thank you so much for clarifying the process.

Deborah Teed, Ph.D.

Dean of Arts, Humanities & Social Sciences

8099 College Parkway

Fort Myers, Florida 33919

239.489.9248

dteed@fsw.edu



From: Sheila Seelau
Sent: Thursday, August 20, 2020 9:00 PM
To: Amy Trogan <Amy.Trogan@fsw.edu>; Deborah D. Teed <Deborah.Teed@fsw.edu>; Eileen DeLuca <Eileen.DeLuca@fsw.edu>
Cc: Mary Myers <Mary.Myers@fsw.edu>; Jeffrey D. Peterman <Jeffrey.Peterman@fsw.edu>; Kelsea R. Livingstone <Kelsea.Livingstone@fsw.edu>
Subject: Re: Deletion of WI language from CRW courses

Dear all,

Thank you for participating in the email-go-round this week regarding the attached memo. As you know, this memo requests that the Writing Intensive language be removed from the Creative Writing courses. We agree that this is a time-sensitive issue, and would like to put it on the agenda as an Information Item for our Sept. 4 meeting.

After additional discussion among the Curriculog working group, we are requesting that this Memo be handled the "old fashioned" way. Specifically, I need an emailed endorsement from **Dr. DeLuca**, or a scanned copy of the memo showing her signature.

Dr. Teed, before Dr. DeLuca signs, please update the submission date on the Memo, and include my name in the recipients as Curriculum Committee Chair.

Once I receive the adjusted, endorsed memo I will add it to the Sept. agenda, and Jeffrey Peterman can begin making changes in Banner and associated systems.

Dr. Trogan, if the English faculty decide to address additional issues associated with these courses (e.g., adjusting the course description, learning objectives, etc.) this will require submitting Change of Course Proposal(s). We will begin hearing these at the October meeting.

Thank you all for your attention to this matter.

Sheila Seelau
Curriculum Committee Chair

Sheila M. Seelau, Ph.D.
Professor of Psychology
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From: Sheila Seelau <Sheila.Seelau@fsw.edu>
Sent: Tuesday, August 18, 2020 3:36 PM
To: Amy Trogan <Amy.Trogan@fsw.edu>
Cc: Deborah D. Teed <Deborah.Teed@fsw.edu>; Mary Myers <Mary.Myers@fsw.edu>
Subject: Re: Information Item for English Department - CRW

Hi Amy & Dr. Teed,

I have reviewed the Memo dated May 21, 2020 (attached) requesting that the WI language be removed from the CRW courses.

In discussing with Mary Myers and Jeffrey Peterman, we seem to be missing the crucial "approval from the Provost" on this request. Could you please check your records for documentation of Dr. DeLuca's approval? If you do *not* find it, please forward this email to Dr. DeLuca with a request that she review the Memo.

Amy, I appreciate your email, as I noticed that the Curriculum Committee Chair was not cc'd on the original memo. We may have missed it in the transition from Mary to me at the time, or you know, "the whole COVID thing."

FYI, we are creating a "Memo Information Item" with approval workflow in Curriculog. This should decrease confusion, ensure all interested parties are informed, and move the action more smoothly from request through implementation.

Briefly, memos on such issues that originate with Deans must be approved by the Provost to be implemented. Once agreement has been reached, the Memo "of agreement" between a Dean and the Provost should be forwarded to the Curriculum Committee Chair. This will

trigger two actions:

- The Registrar's Group will be notified to implement the approved changes; and
- The Chair will add the approved Memo to the next Committee meeting agenda as an Information Item.

SO: Once I have documentation of the Provost's approval, I will move forward with these two steps. We do not require an additional "Information Item" to be filed with the committee.

After department discussion, if you need to make additional changes, email me again to discuss.

Sheila

Sheila M. Seelau, Ph.D.

Professor of Psychology

Chair of Curriculum Committee

Florida SouthWestern State College

Lee Campus, Hendry Hall, K-224

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