**English Department Meeting**

16 August 2023 – 2:30 – 4:00 PM

Building U Room 106

**In attendance:** Sara Dustin, Ihasha Horn, Michael Barach, Tom Mohundro, Brandi George, Jeremy Pilarski, Laura Henning, Suzanne Biedenbach, Cara-Minardi-Power, Amy Trogan, Jill Hummel, Leonard Owens, Eric Ivy, Thomas Wayne, Jason Calabrese, Mark Massaro, Scott Ortolano, Edward Krzeminski, Shawn Moore, David Luther, Lewis Perkins, Jennifer Grove

1. Meeting Notes Approval (English Department):
	1. Approved
		1. Laura Henning was added to previous attendance (not recorded in error)
2. SimpleSyllabus Q&A with Dr. Rebecca Harris
	1. SimpleSyllabus will upload automatically to Canvas courses, but syllabi can still be revised. Each revision gets sent back to the department chair for review before publication.
	2. Syllabi policies should not change in a way that negatively impacts the students.
	3. COP 03.604 outlines requirements for syllabi including adding office hours, weighted grading breakdown, and a transparent discussion of any policy that will negatively impact a student’s grade.
	4. Syllabi will be requested earlier than expected to deal with the long process of submission and review before publication.
3. New Temp/Full time for Fall: Mary Vaughn and Lewis Perkins
4. Updates from DE & Curriculum & Updates from OTOC
	1. Jeremy announced there is a new director of DE and that he is already working with them for the fall.
	2. A new representative for curriculum committee was needed. Since Shawn was overseeing the course developments he volunteered.
	3. Hold Your Seats! Jason tell us Sep 21st OTOC talk will be at 2 PM in J building.
5. Updates from Creative Writing, Illuminations, CRW Club
	1. More competitions are in the works.
	2. Lenny wrote the prompt for CRW “Think of Joy”
	3. Illuminations is now taking submissions!
	4. Visiting Writers coming November 9th (Barbara Hamby)
6. Updates on SimpleSyllabus and Syllabi Changes (changed to Assessment Updates)
	1. Cara helped clarify that we would have a new LAC representative, Monique Harrington. We will reach out to Monique to have them come to our next meeting for assessment updates.
	2. The assessment statements were created quickly to fulfill simplesyllabus requirements, but we as a department should go back to review and revise as needed before the spring semester.
7. Unfinished Business
	1. State changes to test scoring increased 1130 enrollment – Dr. Teed asks that we discuss the need for more coverage. Suzanne will add everyone to the 1130 resources page.
	2. Adjunct Faculty must use both Master Course and OER adopted text if teaching asynchronously.
		1. New first-time faculty should use both, but not required.
		2. Full-time faculty must use the OER adopted text, but may build their own course or use the Master Course or any Canvas Commons material.
	3. 1101 common course adoption was OER text so Little Seagull is no longer required. It is still the common adoption for 1102, but with the removal of Tech and Lit the Little Seagull may no longer be needed at all and we would move 1102 to full OER.
	4. ENC 1102 and SimpleSyllabus
		1. 1102 Essay is the template – if you teach tech or lit your GenEd outcomes specific to those courses should be included somewhere in the syllabus (not mandatory, but a good idea)
		2. Department discussed multiple possibilities for 1102 including working on revising course outcomes to put 1102 in line with state standards while also preserving our ability to teach the course in different modalities/themes.
		3. Technical Writing will be developed as a separate course and the department will look at making this either 1210 or 2100 (both are accepted by the state) and link the course with certificates in business and other schools (will also make greater pathways for students).
		4. A third class, Multimodal Composition and Digital Literacy, was proposed by Dr. Teed. The goal would be to provide more options and pathways for students between English and Digital Art. Shawn will work with Ruben and the new hires in Digital Art to see if this course can be successful.
8. New Business
	1. Three New Hires
		1. Two Lee, One Charlotte (so far)
	2. Three faculty going for Continuing Contract Frist Granting: Suzanne, Mark, and Michael
		1. Each will pick one representative and two others will come from the department
		2. Mentors needed for new adjuncts please email Shawn if interested in helping.
		3. IDS 2930 (Special Topics: Arts & Sciences) and LIT 2120 (World Lit II) on deletion block and the department decided to hold on to them to with T.Wayne looking into whether we might offer World Lit II in Spring.
9. Announcements
	1. Important Dates
		1. 9/21 OTOC: The Secret of Happiness (J-103 & zoom 2:00 PM)
		2. 9/22 “Show Me the Money” Funding Updates with Scott AA-168 9:00 AM)
		3. 9/29 initial continuing contract applications due
		4. 9/29 Faculty Symposium/ARC Presentations/Lightning Talks/Wine (U-102 presentations start at 1 PM with wine and discussion at 3:30 PM)