English Department Meeting Notes

Friday, October 13th 2:00 PM – 4:00 PM

Zoom: https://fsw.zoom.us/j/84709315708

**English Department Meeting Notes**

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 (excused), Thomas Wayne, Jason Calabrese, Mark Massaro, Scott Ortolano, Edward Krzeminski, Shawn Moore, David Luther, Lewis Perkins, Mary Vaughan, Deborah Teed

Adjunct Faculty: Laura Tichy-Smith

**Agenda**

Meeting begins: 2:00 P.M

1. Reading and Approval of Minutes from September – Dr. Shawn Moore
	1. Notes approved.
2. Updates from the Dean (we really need mentors!!!) – Dr. Deborah Teed
	1. Shawn: We have more volunteers for mentors, but Jeremy is still doing most of the mentoring. We need more volunteers to help him out.
	2. Dr. Teed: Jeremy is doing the lion’s share of work for D.E and mentoring. There are 19 that need mentoring. The purpose of this is to make sure adjuncts are up to speed on things like grading and AI.
		1. Lenny: Is there a PD needed to become a mentor? I can mentor the new Charlotte adjunct.
		2. Shawn: I’ve been trying to get them to ease up on the training needed for mentorship.
		3. Mark & Ihasha: Is New Faculty Mentoring and Adjunct Mentoring the same training? Shawn isn’t sure but will doublecheck.
	3. Dr. Teed: As a department, there needs to be a discussion about the best ways to deal with AI. I will not legislate how you deal with AI, but I do need to know how you will move forward with it.
		1. Scott: It can be useful for students to be in classrooms with different AI policies. This will help them in their future careers.
		2. Shawn: I’m fine with not having a standard department policy as long as everyone has their own clear policy in their syllabus.
	4. Dr. Teed: We also still have a need to teach 1130. Our next hire will hopefully be able to fill this need.
3. Updates from Advising! – Welcome our new Advising Liasson Emilie Booth
	1. Shawn: Emily couldn’t make it to the meeting today because of an emergency. Advising wants to be able to connect more with our department. She has been updated on the 1102 changes.
4. Updates from DE & Curriculum:
5. Updates from Creative Writing, Illuminations, CRW Club
	1. Brandi: Please attend the David Kirby and Barbara Hamby event. It is on Nov. 9 at 7 P.M in J-103.
	2. *Illuminations* is accepting submissions.
6. Updates from English Faculty
	1. Lenny: I am the new chair of the OER committee. We have our meetings the third Friday of each month.
	2. Cara: I will be working on 1130 support materials and hope to have it up by Thanksgiving.
	3. Scott: If you could help me promoting the Study Abroad course with your students, I would be eternally grateful. If these courses do well it will help us get future study abroad courses.
7. Unfinished Business
	1. New Hires
		1. Shawn: The new hire ad has been written. We’ve made sure the focus is on Rhetoric and Composition for the new hires.
		2. Suzanne & Cara: Can we add “co-requisite model of English Composition” or something similar to the ad?
		3. Shawn: We will adjust the wording until we can ensure that the applicant is qualified for 1130.
		4. Mark: Can we change “two terms” to “two terms annually”? Shawn isn’t sure if they’re allowed change that wording.
		5. Shawn: This ad will be sent out soon. For anyone interested in transferring, you will have five days from the initial email to request a transfer.
	2. ENC 1102 and Course Development (open discussion)
		1. Shawn: We are almost done with this process. There have been updates to the wording in the description of the class and the general course outcomes. The sub sections of 1102 (Lit and Tech) are gone. A benefit of this is that it still allows us flexibility when teaching the course and can still add our own textbooks along with the Little Seagull.
		2. These gen ed updates will help the focus on research in 1102.
		3. Dr. Teed has already approved.
			1. Cara: Are we planning on using the master course that is already there? Shawn: We will have to decide this in Spring.
	3. Tech Writing development has begun.
		1. Shawn: I’m working on course description. Admin are excited for this course because there is a real need for it. I will fill out a curriculum form and we will discuss this further over Canvas. This form will need to be submitted by Nov. 2.
			1. Lenny: Are professors from other departments going to teach this class?
			2. Shawn: For right now, we will be teaching it but there is a possibility of this course being cross-credentialed. Right now, it is an ENC prefix course.
			3. Scott: If it’s an ENG prefix course, could people outside of our field teach this? FSW’s accreditation might prohibit it.
			4. Lenny: There are pros and cons of other departments teaching this. We should keep these in mind as we go forward.
	4. Multimedia Composition development will begin after the break.

* 1. Amy took charge on the general course assessment statements (review!)
		1. Amy: Reminder: There are two different processes for assessment. The course level assessments are the templates that you fill out at the end of the semester.
		2. You still have complete control over how you assess these competencies.
		3. The assessment statements have been updated for our courses. If you have any input let me know.
		4. Shawn: I have until the Spring to update these and the master courses.
		5. LAC Update: Shawn asks for clarity on the situation.
			1. Amy: I think we are an advisory role and will still choose Gen Ed Competencies. The effectiveness coordinator is doing the compliances side.
	2. Assessment Goals and Meeting Update
		1. Assessment goals for the year discussion:
			1. Shawn: We need to start thinking about assessment goals for the updated 1102 and for 1130. The LIT assessment data went well. We still need more data on different modalities. Also, we will definitely not be assessing A.I. We need more time to develop our response to AI.
			2. Cara: I’d like to see some data on 1130 and graduation rates. We need to vote on an assessment plan for the year. We can update last year’s plan.
	3. Ideas for ways to support Eric Ivy and Saturday College
		1. Shawn: I will put together a list of things that will be open on Saturday since the campuses are mostly empty on the weekends. IT has three members so obtaining a laptop cart will be hard.
	4. Community of Practice for 1130:
		1. Suzanne: We need to determine when we can do this so most of us can attend. Fridays are likely the only day we can make it work.
		2. Cara and Shawn: Having it after the Community of Practice in English session could work.
		3. Cara: It would help if you all could let us know what questions you have about 1130.
		4. Shawn: I will set up a discussion board on Canvas where we can ask these questions.
1. New Business
	1. Common Textbook adoptions for 1102:
		1. Shawn: The new copies of Little Seagull Handbook will be digital. If the digital version doesn’t work, we will revert back to the physical edition. In Fall, we’ll have the updated 5th edition.
		2. Full Time Faculty: If you want a secondary textbook for 1102 for Spring, the order sheet needs to be in by today. If you do not submit that form, you can’t require your students to purchase that textbook.
2. Misc.
	1. Further discussion of AI:
		1. Suzanne: I’ve been seeing AI pop up a lot in low-stakes assignments. One student claims it was Grammarly. How should we deal with this?
		2. Shawn: Grammarly has become problematic for this very reason. It has switched to an A.I assisted program and will pop up in AI detectors. TurnItIn also has a bad AI detector. It’s possible that students will use AI for these low-stakes assignments because we use scaffolding for major assignments.
		3. Jill: I’ve told my classes we’re breaking up with Grammarly. It’s taking away their personalities in their writing and some students are being incorrectly accused of AI for using it. There’s also evidence that shows AI learns our biases, especially racial bias. One possible solution for the AI problem is doing live writing using a lockdown browser and getting a writing sample from the student.
		4. Some programs discussed for detecting AI: Sapling, Copyleaks, etc.
		5. Mark: It’s best to use multiple programs to gauge AI.
		6. Shawn: I will not make a department wide policy for detecting AI but your own personal policy needs to be crystal clear. We need to provide actual evidence for AI use for Dr. Teed in case a student ever challenges it. This is also why mentorship to adjuncts is so important. They often have questions with how to deal with AI. Ruben’s also been doing a lot of great work with AI and can be a great resource.
		7. Lenny: In week 1 I have a policies pledge for plagiarism. This has been helpful for students who have tried to challenge my choice to give them a zero for plagiarism.
		8. Scott: Community of Practice in English has a meeting that will be dealing with this very topic. Microsoft Word will also be launching Co-Pilot soon.
3. Union Discussion
	1. Suzanne: How close are we to our percentage needed to keep the union?
	2. Jill: We are close but not quite there yet. We still need to encourage people to sign up.
	3. Cara notes that we are around 55% union membership.
4. Final Announcement:
	1. Shawn: We will not have a meeting in November or December. Look for updates.

Meeting Adjourned: 3:37 P.M