

English Department Meeting
Wednesday, August 14th 2:45 PM – 4:30 PM
Lee Campus: U-106

In Attendance: Leonard Owens, Hannah Johnson, Victor Triay, Lynn Embick, Thomas Wayne, Ihasha Horn, Sara Dustin, Laura Henning, Mark Massaro, Jill Hummel, Michael Barach, Brandi George, Eric Ivy, Eddie Krzeminski, Cara Minardi-Power, Scott Ortolano, Amy Trogan, Jeremy Pilarski, Jason Calabrese, Suzanne Biedenbach

Not Present: Shawn Moore (Sabbatical)

Meeting Starts: 3:01

Agenda

1. Reading and Approval of Meeting Minutes from April 2024 – Leonard Owens
 - a. **Minutes Approved.**
2. Updates on the Department Chair Role for Fall 2024 – Leonard Owens
 - a. Lenny: I will be interim chair until Shawn returns from sabbatical.
3. Welcome new FT English Faculty – Lynn Embick, Hannah Johnson, and Victor Triay
 - a. Lenny: I want to welcome the new faculty since I haven't met you yet. I've heard many good things and we are happy to have you.
 - b. *New Faculty introduce themselves.*
 - c. Lenny: New Mentors: Victor your mentor will be Eddie. Lynn will be mentored by Suzanne. Hannah will be mentored by Ihasha.
4. Vote to officially adopt *The Little Seagull, Fifth Edition* as default text for ENC 1102 during 24-25 academic year
 - a. **Vote Passes.**
5. ENC 1102 Master Course Redesign
 - a. Lenny: This is one of the two big things we need to start working on this semester. Scott redesigned 1101 and it's gotten great reviews. We need to figure this out at latest by our meeting in September. To qualify, you need to go through DEV 101.
 - b. Lenny: Scott, how long did it take you?
 - c. Scott: It took a while to design 1101. It's a long review process.
6. Future of default textbook adoption for ENC 1102:
 - a. Lenny: Should we expand the OER ENC 1101 textbook (*Starting the Journey: An Intro to College Writing*) to cover how we teach ENC 1102 at FSW? This decision has a lot

of benefits. Students, including DE students, will not have any access issues. And we have full control over the content. One thing I need to find out is if there will be any financial support if we do this.

- b. Scott: The bookstore and college got angry about us doing our own OER textbook.
- c. Jill: Which textbooks are we using currently for 1102?
- d. Lenny: The Little Seagull is the default.

- e. Lenny: Textbook adoption is probably going to change and we have a new textbook servicer.
- f. Suzanne: Last year I tried to add the online version of the Little Seagull and I was told no because 1101 is a no-cost class. They did let me do it for 1130.
- g. Jill: For a course like LIT 2000, you can add your own textbook.
- h. Suzanne: The online version would be cheaper for students to use than the print, if we are allowed to.
- i. Lenny: Next meeting we will make some actual decisions about whether or not to redesign the textbook.

7. Create Committees for faculty going up for Continuing Contract this year: Leonard Owens and Eric Ivy

- a. Lenny: I am up for continuing contract and am the chair. I don't think that's ever happened. The deadline is September 20 so we do have some time still. It's my understanding that a faculty member can pick one member of their committee and the department will pick the other two.
- b. Lenny: I have Scott on my committee.
- c. Eric: I have Mark on my committee.
- d. Jill: The faculty themselves can choose to pick someone outside their department, but the department can not.
- e. Lenny: Volunteers for our committees?
- f. **Jill, Ihasha, Mark will be on Eric's committee.**
- g. **Brandi, Sara, Scott will be on Lenny's committee.**

8. Adjunct Evaluation Plan updates:

- a. Lenny: There's an updated process for adjunct evaluations. There's been a revamp of how adjuncts will be evaluated. They will be evaluated yearly. This will be more work for the adjuncts and chairs. The positive spin will be that we don't have to find mentors for new or returning adjuncts who didn't teach in the past academic year.

8(b). Assign mentors for new/returning adjuncts:

- a) **Mark will be the mentor to Kaela Ruiz**
- b) **Brandi will be the mentor to Ashley Stowell (Lee)**
- c) **Jill will be the mentor to Ellie Bunting**

- d) Mark: Question, do I have to do the training for mentoring if I've already done it?
- e) Jill: I will inquire about it since I have not done the training.
- f) Ihasha: Is it the same training for new faculty mentors?
- g) Lenny: I will check.

9. Simple Syllabus Reminders: I emailed this list as a reminder to everyone.

- a. Include a clear section about how students will be assessed (weighted breakdown of assignments, etc.)
 - i Need this because of the state's requirements.
- b. Include policies about deductions for late work
 - i Make sure these are in your syllabus, not just on your Canvas. This is to cover you for implementing your own policies.
- c. List class meeting days/times
- d. List required textbook(s)
- e. List contact methods and all office hours
- f. Submit early as possible!
 - i Eric: When would you prefer them?
 - ii Lenny: By Friday would be ideal.
 - iii Victor: Can I put in weighted assignments on Canvas?
 - iv Lenny: Yes, you have options with Canvas with how grades are set up.

10. Updates on ENC 1101 Master Course resources – Scott Ortolano

- a) Scott: I made three resources you should import into your 1101 master course. Those three are: Frequent Problems with Google Earth, a template for the research essay, and lastly, a similar template for the Google Earth assignment. To make it easier to import into Canvas, they're on three separate pages. You can drag and drop. I also did a video in the announcement that shows you how to do it!
- b) Eric: Scott, your courses are very well designed.
- c) *Applause for Scott being awesome.*

11. Updates from LAC:

- a. Lenny: Michael Barach will be our LAC rep during Amy Trogan's leave for the fall semester

- b. Amy: I'll be at the first LAC meeting.

12. Updates from DE – Cara Minardi-Power
(new DE coordinator)

- a) Cara: I have started the job and am meeting with Tami tomorrow.
- b) Jeremy: Curriculumog has sailed. We have a preview of the new system tomorrow at 11. Does anyone have anything they want to add to the descriptions we did?
- c) Jeremy: Also, Mark, you will be taking Shawn's spot at the curriculum meetings.

13. Updates from the Dean:

- a. Lenny: English Faculty openings = Tom Mohundro left over the summer, so Dr. Page anticipates being able to fill that position.
- b. Lenny: Dr. McClinton is encouraging all faculty to complete FSW Emergency Remote Training. It is mandatory. You will have to complete it by August 30th.
- c. Lenny: If you have to cancel classes, email the deans (Dr. Page and Dr. Jennifer Summary) and copy Wendie Thompson.

14. Updates on FSW Technology Services

- a. Lenny: BibliU = FSW's new textbook servicer. They are handling our physical and digital bookstores.
- b. Lenny: Canva (not Canvas!) = FSW students and employees now have full access to Canva's design software using our Single-Sign-On credentials. You'll have access to all the FSW equal opportunity marketing language as well.
 - i. Lenny: Faculty should contact marketing@fsw.edu for help

15. Updates from Creative Writing, Illuminations, CRW Club

- a. Lenny: Work with Curriculum to assign WI designation to all CRW courses. Send me a list of the courses that we want to do this for and we will get started.
- b. Ihasha: We are rebuilding the CRW club right now. Same with Sustainability Club. We are looking to get resources into the community. Let me know if you have students who are interested in either one.
- c. Brandi: We will meet soon about the next issue (*Illuminations*).

16. Updates from English Faculty

- a) Scott: School of Business and Technology is creating a “maker space.” This could be very useful for course projects. They told us to let us know if you are interested in using their resources. They will have a staff and this could be great for our students.
- b) Ihasha: I’ve had students interested in building a perma-culture exhibit. If you know any students interested, let me know.
- c) Suzanne: One section of the new Tech course has made. The hope is we will have more sections in the Spring. Wish me luck!