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

Agenda

1. Reading and Approval of Meeting Minutes from April 2024 – Leonard Owens
2. Updates on the Department Chair Role for Fall 2024 – Leonard Owens
3. Welcome new FT English Faculty – Lynn Embick, Hannah Johnson, and Victor Triay
4. Vote to officially adopt *The Little Seagull, Fifth Edition* as default text for ENC 1102 during 24-25 academic year
5. ENC 1102 Master Course Redesign
6. Future of default textbook adoption for ENC 1102:
   a. Expand the OER ENC 1101 textbook (*Starting the Journey: An Intro to College Writing*) to cover how we teach ENC 1102 at FSW?
7. Create Committees for faculty going up for Continuing Contract this year:
   a. Leonard Owens and Eric Ivy
8. Adjunct Evaluation Plan updates:
   a. Updated process for adjunct evaluations
   b. Assign mentors for new/returning adjuncts:
      i. Kaela Ruiz and Ashley Stowell (Lee)
      ii. Ellie Bunting (Online)
9. Simple Syllabus Reminders:
   a. Include a clear section about how students will be assessed (weighted breakdown of assignments, etc.)
   b. Include policies about deductions for late work
   c. List class meeting days/times
   d. List required textbook(s)
   e. List contact methods and all office hours
   f. Submit early as possible!
10. Updates on ENC 1101 Master Course resources – Scott Ortolano
11. Updates from LAC:
    a. Michael Barach will be our LAC rep during Amy Trogan's leave for the fall semester
12. Updates from DE – Cara Minardi-Power
13. Updates from the Dean:
    a. English Faculty openings = Tom Mohundro left over the summer, so Dr. Page anticipates being able to fill that position
    b. Dr. McClinton is encouraging all faculty to complete FSW Emergency Remote Training
    c. 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. BibliU = FSW's new textbook servicer
    b. Canva (not Canvas!) = FSW students and employees now have full access to Canva's design software using our Single-Sign-On credentials

            i. Faculty should contact marketing@fsw.edu for help

15. Updates from Creative Writing, Illuminations, CRW Club
      a. Work with Curriculum to assign WI designation to all CRW courses

16. Updates from English Faculty