

## Minutes

English Department Meeting  
Dr. Maria J. Cahill, Chair  
October 12, 2012 at 1:30 p.m.

	Present	Absent	Excused		Present	Absent	Excused
<b>Faculty</b>				<b>Staff</b>			
Amanda Lehrian							
Jason Calabrese	x						
Maria Cahill	x						
Amy Trogan	x			<b>Adjunct Faculty</b>			
Jill Hummel	x			Marybeth Vaughan			
Sara Dustin	x						
Keith Hunter	x						
Thomas Wayne	x						
Marty Ambrose	x						
Ellie Bunting	x			<b>Guests</b>			
Natala Orobello	x						
John Pelot	x						
Rebecca Harris			x				
Jim Langlas	x						
David Luther	x						

**Writing Center** – Marty Ambrose provided the update for the department. Throughout the semester, she has kept her sub-committee informed; the Writing Center sub-committee will meet next week. Marty says that things are working well with Monica and Cynthia and has had weekly meetings with them. She has not received an answer regarding lab fees or how tutors are being paid. There is currently no access to lab fees. Also, there are some tutor complaints that need to be addressed. The department feels that the Writing Center needs to stay in English.

**Syllabi** – Marty has reviewed most of our syllabi. She sent the entire department the revisions to review. Here is a list of the suggestions:

### ENC1101

Student Learning Outcome: “Students must demonstrate the CLAS writing and English language skills as specified on the course outline.” Assessment: Students must write an in-class timed, college-level composition scored with a rubric.

### ENC1102

Suggested language: “Students must demonstrate proficiency in English language skills in timed writing situations.” Assessment: “Students must write an in-class composition scored with the General Education Communication Rubric.” [this type of composition could vary in length from a one-page mini-essay to a full-length essay]

### LIN 1670 Course Description:

Add sentence at end of paragraph: “This course meets the Gordon Rule requirement.”

**Dr. Rath** – Dr. Rath joined the department meeting and addressed his new role at the college. He reminded all of us that he is an “acting” dean and intends to provide a smooth transition for the new dean.

**Writing Degree** – Ellie Bunting addressed the committee regarding this issue. She informed the department that she has been working on the development of a Professional Writing Certificate. In order for us to move forward with this objective, we need to develop an upper-level technical writing course. In total, two courses need to be developed. The grant for this program is due in July. The new courses need to go to Curriculum by January.

**Assessment** – Amy Trogan provided the update. The Assessment sub-committee has agreed to build an assessment project based on the pilot assessment project from two years ago. The ENC1102 research essays will be the focus of the project. Amy will be communicating with the sub-committee next week in order to determine some details. Amy also discussed the possibility of using the self-reflective essay in a future project.

**eStudio** – Ellie Bunting provided the update. She stated that the program will be adding four new courses. This semester had its challenges due to missing two Mondays and a lack of technical support. Things are looking good for the spring semester.

**Online Courses** – Maria Cahill provided the update. Maria and Keith met with Melissa, Robert, and Scorpio earlier today. As far as online courses, ENC1101 needs work. ENC1102 needs tweaking. American Literature needs to reflect the new text. The Creative Writing courses look good.

**Unit Plan** – Maria reminded the department to review the unit plan by the end of next week.

**Department Narrative** – Maria reminded the department to send her the personal narrative by Oct. 17<sup>th</sup>. The final draft is due to Dr. Albritten by Oct. 26<sup>th</sup>. Natala suggested that the department request a tech staff member be sent to the Charlotte campus once or twice a week.

### **Campus Updates**

Hendry/Glades – Amanda Pollitt asked the department to review the plagiarism document she posted on the Canvas group. She suggested that the department offer a more concrete definition of the concept.

Charlotte – John Pelot informed the department that the Peace River Press is now functioning on the Charlotte campus and has published its first book. Approximately one hundred people attended the book reading and reception.

Lee – Amy Trogan provided the details of the Edison Writes Committee. Yesterday, the committee hosted a Journalist Panel and we are looking forward to the Poetry Slam next week. On October 27<sup>th</sup>, the Writer's Institute will take place.

Collier – Jim Langlas from the Collier campus thanked Maria for visiting the week before. They felt the meeting went well and feel that the Dual Enrollment program is working better.

Maria closed the meeting by asking the department to consider the options when the Norton Field Guide is re-published next year. We have the option of customizing the text and may want to consider having another photography contest.

The meeting adjourned at 2:40 pm.

Respectfully submitted,

Amy Trogan