**Minutes**

English Department Meeting

9 February 2018

1:05PM-1:37PM

Lee: U-102, Collier: G-109, Charlotte: O-118, Hendry/Glades: A-106

**In Attendance:** Amy Trogan, Rebecca Harris, Ihasha Horn, Ellie Bunting, Shawn Moore, Natala Orobello, Thomas Mohundro, Jason Calabrese, Scott Ortolano, Thomas Wayne, David Luther, Sara Dustin, Michael Joy, Jeremy Pilarski, Jennifer Grove, Jim Langlas

**Excused:** Jill Hummel (Sabbatical), Judy Van Gaalen, John Pelot, Martha Ambrose,

**Absent:** N/A

1. Approval of January minutes.
   1. Unanimously approved
2. Summer/Fall Schedule Update
   1. If you haven’t sent your schedule requests to Bonnie Lawler, please do so as soon as possible. Otherwise, everything is coming together nicely! We’re offering some additional sections of LIT 2000 due to high demand for the class, but otherwise, the course offerings are more or less stable.
3. Hendry/Glades Curtis Center Hiring Committee--Need some volunteer drivers!
   1. Schedule for visiting candidates is shared with the department.
   2. Some discussion of who can help drive candidates to and from events during their interviews.
4. Textbook Adoption Update (ENC 1102 Technical, Fall 2018)
   1. Discussion of how to expand additional open-access resources for courses
      1. One suggestion is to create Canvas shells that serve as open-access textbooks.
         1. This will be piloted with 1102-Essay over the summer.
         2. We will also explore doing this with 1102-Tech
5. Start RFP process for AML 2010 and the new Shakespeare course as OER courses for online and ground?
   1. Shakespeare course is a new class that is a high priority for new development. The plan is to make the resources for this class open access as well.
   2. AML 2010 is also in need of a redesign.

6. Committee/Subcommittee Updates

\*Section for all dept. working groups, for example dual enrollment, Rose Koches, etc.

* + 6.1 The course proposal for LIT 2933 is in the dropbox for the next curriculum meeting.
  + 6.2 The application deadline for the Lee campus hire(s) closed on 1/31. The first meeting of
  + The screening committee (Ihasha, Shawn, Rebecca, Jane Charles, and Elijah Pritchett) is next Friday. We have about 120 applications.
  + 6.3 Dr. Teed requested an additional 3 English positions: 2 on Lee campus and one on Collier. We should know in March if/how many are approved.

7. Faculty Announcements/Updates

\*Events/advertisements for faculty and/or students

* + 7.1 Updates re: 0022 and Writing Center Liaison position
    - -A meeting is scheduled with Dr. Teed and Dr. DeLuca to discuss a pilot for
    - “stretched” ENC 0022 and 1101 per our discussion at the last meeting.
    - -Discussions about the WCL position are ongoing.
  + 7.2 ENC 1102 Essay Emphasis Online has been approved for development. Dr. Trogan and
  + Professor Bunting will design the course, and Professor Horn will serve as an external reviewer.
  + 7.3 Dr. Teed advocates for a “minimal use” Canvas policy: gradebook, syllabus, and assessment collection
  + 7.4 Form 1 is due on **February 23rd** for all annual and continuing contract faculty **not** up for comprehensive evaluation or initial granting of Continuing Contract.
  + 7.5 Dr. Teed asks that we remind everyone to take attendance based on the roster in Portal or Canvas for at least the first 10 days of class. We’ve had another incidence of students sitting in the wrong class for 5 weeks, made more confusing by the add/drop problems. Dr. Teed asks that you make sure the students in your section are supposed to be there and you have verified their attendance.
  + 7.6 Dr. Trogan makes a point that more than four hours should be available to students through Tutor.com. Students seem to burn through the time quickly.

8. Additional New Business

* Prof. Joy - SleuthFest 2018 is coming up in Boca Raton- March 1st-4th
  + A special student rate is being offered for the 1st. Students just need to present their Buc Card at the conference entrance.
  + Resources are being provided on Canvas

*Notes prepared by Dr. Scott Ortolano*