**Department Meeting**

April 17, 2019

12:00pm-1:15pm, LA 136

**Faculty Present:**

Aasand, Bassett, Bischoff, Cain, Crisler, Dehr, Elsby, Encabo, Fleming, Hile, Huffman, Kalamaras, Keller, Lindley, Sandman, Whalen and White.

**Initial Business:**

Meeting called to order at 12:04pm

Minutes from March 20, 2019 approved. Agenda for April 17, 2019 approved.

**Informational Items:**

* Kudos:
	+ **Troy Bassett– 1)** Promoted to Full Professor. **2)** Article: ““More than a Bookseller’: Iredale’s Library as the Center of Provincial Literary Life” has been accepted by BRANCH: Britain, Representation, and Nineteenth-Century History.
	+ **Curtis Crisler – 1)** Visited Jarvis University and Wiley University (where he was given certificates of appreciation by the Dean and Provost for the Wiley College School of Social Sciences and Humanities. Is working to bring a creative writing circuit to HBCUs. **2)** Was interviewed by the Indiana Poet Laureate for Poetry Month (April). Interview will be online for the Indiana Humanity's community. Will be hosting the ACPL SLAM for teenagers from 13-19. 3) Will be doing an upcoming reading and workshop at Maycomb Community College, in Michigan, for their PoetryPalooza event.
	+ **Damian Fleming –** Wrote an article on the fire at Notre Dame for the April 18th *Vox*
	+ **Elizabeth Keller -** Was nominated for a PFW Student Achievement Celebration award. The winner will be announced on 04/15/2019.
	+ **Lidan Lin - 1)** Article "The Modernist as the Mystic in Huxley's Those Barren Leaves" has been accepted by English Studies. **2)** Book review of *British Modernism and Chinoiserie* is forthcoming from *English and American Literary Studies* (journal).
* Student Evaluations:
	+ Student Evaluations will be open online from April 15, 2019 through May 03, 2019. Please encourage your students to complete the evaluations for your classes.
* Information on Position Requests:
	+ Hardin informed everyone that the request was put in for a search for a tenure-track Writing Faculty. He has a meeting with Ron next week regarding the request.
* Information on Linguistics Search:
	+ The Linguistics search is complete. Jiangshan An will be here in August.
* 2019-2020 Catalog:
	+ Hardin Aasand announced that the 2019-2020 catalog is live and that the new Digital Literacy concertation has been added.
* COAS Honors Banquet (April 18th) will be held tomorrow night for all of our student awards
* IPFW Email Addresses (June 30th):
	+ IPFW emails addresses are going away June 30, Troy Bassett is on the university committee that is working on the email conversion. He explained that PFW was only allowed to keep the ipfw.edu for a year after the transition.
* Concur (Finalize Reports):
	+ All outstanding trips need to be reconciled by the end of the semester. Please complete your expense reports right away.
* Visiting Writers Series:
	+ George has two poets scheduled for the next Visiting Writers Series on April 22, 2019.

**Old Business:**

* Curriculum Revision Agenda:
	+ The committee has another meeting soon. They hope to have a proposal ready by fall 19.
* Committee on Committees:
	+ Thanks again to Lachlan for chairing the committee. Hardin tried to give everyone their 1st-3rd request. The list is on his webpage; please check it out and let him know if you don’t want to be on that committee.
	+ Lidan Lin will sit in the Senate seat for Mary Ann in fall 2019 while Mary Ann is on sabbatical. Mary Ann will resume her place on the senate in spring 2020.
	+ We need to form next year’s Committee on Committees. Please let Hardin know if you wish to serve. Note – Spring is a very busy time for this committee.
	+ There will be four P&T cases in the fall. The P&T committee should work to pick a committee chair very soon.
	+ All committees should work to pick a chair for the 18-19 academic year.
* Peer Review and Mentoring Committee:
	+ Mary Ann Cain announced that she would like to do more with this new committee. She feels that those who serve on the committee should have training from the chair of the Peer Review committee.
	+ Mary Ann presented information regarding the document that she shared for changes to the language on the Peer Review policy in the Enchiridion. She also shared a handout with information regarding the reason and need to have a Faculty Assistance Committee.
	+ Discussion ensued.
	+ A motion to add the language from the document that Mary Ann Shared was made by Rachel Hile. The motion was seconded by Charlene Elsby. All were in favor.
* Continuing Lecturer/Senior Lecturer Policy:
	+ Hardin hopes that the Coordinating Committee will have a document ready to be voted on by the first fall department meeting. Discussion ensued.

**New Business:**

* Advising (IU students desiring Purdue degrees):
	+ There may be IU students that would like to change over to PU. If a student informs you that they are IU and want to change to PU, please contact Andrew or Hardin.
* Future Summer Teaching Policy (course assignments/back-up classes):
	+ Hardin discussed the summer teaching policy that is in the *Enchiridion* along with the current practices. He announced that we will need to revise the policy in the Enchiridion in the fall in order to reflect the current practices.
	+ Hardin informed everyone that he will begin to check summer 2019 enrollments next week. He also announced that we will no longer be able to schedule back up classes. We will have to look into only allowing 1 course per faculty member for summer teaching. We will have more discussion on this matter in the fall.
* Viable Secondary Courses (Detective Mystery/Classical Mythology):
	+ Hardin encourages all to think about possibly teaching a section of one of these courses as they tend to always fill.

**Items from the Floor:**

* **Email from the Chancellor:**
	+ Damian Fleming asked for clarification of the email that was sent from the Chancellor regarding raises across campus. Hardin explained that the university is looking to give raises based on merit and annual reviews.
* **Grade Appeals:**
	+ Jori Lindley wanted to remind everyone of the grade appeal process. The first step is to have an in person meeting between the student and instructor.

**Meeting adjourned at 1:08pm**

**Next Meeting:** **TBD**