**Department Meeting**

January 23, 2019

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

**Faculty Present:**

Aasand, Bassett, Bischoff, Dehr, Encabo, Elsby, Fleming, Hile, Huffman, Kaufmann, Sandman, Whalen, and White.

**Guests:** Carrie Adams & Kathryn Quill

**Initial Business:**

Meeting called to order at 12:10 pm once a quorum was achieved.

Minutes from November 28, 2018 and agenda for January 23, 2019 were distributed but no motions were made to approve. According to Robert’s Rules of Order, a unanimous consent may be implied by the lack of objections in proceeding with official business (pp. 354).

**Informational Items:**

* Kudos:
  + **Carrie Adams –** Recognized for anniversary of first year of service.
  + **Shanté Howard** – **1)** Congratulations to Shanté for her 11th year of service as a staff member in the English & Linguistics department.
  + **Shannon Bischoff** – The English and Linguistics, in conjunction with the VCAA's office, sponsored two events in New York City on 2 and 3 January to inaugurate the 2019 International Year of the Language. Sixty indigenous participants and scholars from around the globe took part in one event and more than 300 community members in the second. Diego Tituaña, Second Secretary for the Permanent Mission of Ecuador to the United Nations, introduced the resolution for the international year of indigenous languages. Secretary Tituaña will be on campus this fall, along with government officials, community members, policy experts, and scholars from around the globe. Shanté, Mary Encabo, Chad Thompson, and Sarah Sandman should be acknowledged for their role in organizing these events.
  + **George Kalamaras** –Book of poetry, *That Moment of Wept*, recently appeared from SurVision Press of Dublin, Ireland. George will hold a reading and book-signing Friday January 25 at 7:00 p.m. at Hyde Brothers Books.
* myBLUEprint Training Sessions:
  + Kathryn Quill announced that she, along with Andrew Kopec and Marietta Frye, will hold a refresher session of myBLUEprint training for faculty. Kati will send out a Doodle Poll to help set the date. Please send an email to Kati if you have questions.
* New Departmental Monitor for Hallway:
  + The monitor should be installed in the hall just down from the department office next week.
* Faculty Annual Review and Reappointment Deadlines:

Reappointment deadline: February 8th

Faculty Annual Reviews due to COAS in early March

* Spring 2019 Classes:
  + Thanks to the class consolidations and reassignments, we were able to maintain sustainable classes.

**Old Business:**

* Summer Teaching (*Enchiridion* formula for summer appointments):
  + No update given
* Need for Faculty Assistance Committee:
  + Tabled until Mary Ann Cain is in attendance.
* Committee Activities:
  + Establishing Working Process for Future Committee Incarnations:
    - Hardin asks that all committees begin to create a list of duties and requirements that the current committee follows. This will serve as a way for future committee members to know what is expected and to know what procedures should be followed.

**New Business:**

* Committee on Committees (2019-20 membership ballots):
  + The Qulatrics poll has been sent to Lachlan Whalen (chair of the Committee on Committees) to prepare for committee assignment. The assignments should be finalized by April.
* Curriculum Revision:
  + Hardin shared a document that Rachel Hile created that will be used to begin the process of revising the curriculum.
  + A motion was made and seconded to begin discussion and revision of the document.
  + Discussion ensued and several changes were added collectively to the document.
  + A vote was taken regarding the wording of the document. Results were 12 yes and 1 no.
  + Hardin will send the updated document along with a Qualtrics poll to set up committee that will handle the curriculum revision.

**Meeting adjourned at 1:15pm**

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