**Department Meeting**

September 26, 2018

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

**Faculty Present:**

Aasand, Bassett, Bischoff, Cain, Crisler, Dehr, Elsby, Encabo, Hile, Huffman, Kalamaras, Kaufmann, Kopec, Lin, Lindley, Roberts, Rumsey, Sandman, Whalen, and White.

**Guest:** Kathryn Quill

**Initial Business:**

Meeting called to order at 12:03pm.

Minutes from March 08, 2018 approved. Agenda for September 26, 2018 approved.

**Informational Items:**

* Kudos:
	+ **Troy Bassett** – Book *The Rise and Fall of the Victorian Three-Volume Novel* was accepted for publication by Palgrave Macmillan
	+ **Shannon Bischoff** – Promoted to Full Professor.
	+ **Mary Encabo** –Mary Encabo, Continuing Lecturer in Linguistics, was welcomed to the newest member of the English and Linguistics faculty.
	+ **Andrew Kopec -** Contributed an essay to MLA*Approaches to Teaching the Works of Ralph Waldo Emerson.*
	+ **Lidan Lin** - **1)** Submitted essay on Eugene O’Neill for publication in the *Journal of Sino-American Humanistic Study* for the Dec 2018 Issue. **2)** Presented a paper at the Inaugural international conference on the humanistic foundation of Sino- US relations and cross-cultural communication. June 30, 2018, Chengdu, China.
	+ **Kathryn Quill** – Kathryn Quill was welcomed as the newest staff member of the English and Linguistics Department.
* Website – Inform staff when changes are needed:
* Kathryn announced that the department’s social media presences has been updated and expanded. She will send information to the faculty with instructions to submit requests for items to be posted.
* 2018-19 Department Enrollments:
	+ Hardin presented the fall 2018 census and enrollment data.
	+ Shannon made an announcement regarding students with multiple degrees or certificates. Banner can only track two degree/certificates. This issue can cause problems with enrollment data. He asks that all try to report multiple degrees and certificates to Deb Hoile in the college office when advising.
* Departmental Phones:
	+ Hardin announced that the monthly cost of departmental phones has been increased from $19/month to $28/month. Hardin also informed all that we are not allowed to remove phones from faculty offices in an attempt to save money.
* Travel – Funding for 18-19, spreadsheet, requests and new requirements for International Travel:
	+ Full-time Tenured/Tenure Track faculty members will have up to $1500 available for the year and Continuing Lecturer’s will have up to $750 available. If anyone has already traveled during this fiscal year, the excess that is owed will be made available to you.
	+ There is a new process in place for international travel. If you will be traveling internationally, you will need to submit an international request form along with an international cover sheet at least 30 days in advance of your travel.
* Advising, Retention, & Recruitment Committee:
	+ Andrew Kopec announced that Priority Registration begins for seniors and grad students during fall break. He encourages all to be more hands on with their advisees. He will send an email to all with a list of their advisees to help with the process.
	+ Andrew asks that everyone work to keep him informed about recruitment events that you may hear of on campus.
	+ Kate White presented the idea of having a department open house for students. Volunteers would be needed in order to hold the open house.
	+ Shannon announced that the TENL Tea event that he and Mary Encabo held produced 3 new majors.

**Old Business:**

* Program Review (2019):
	+ The department should receive the official call for the program review in January 2019.
* Undergrad Assessment Artifacts Spreadsheet [O: created]
	+ The assessment folders need to be reorganized.
	+ Rachel Hile presented information regarding the assessment process. She announced that student portfolio’s from ENGL 37101 are being used for the program assessment.

**New Business:**

* Summer Teaching (Enchiridion formula for summer appointments):
	+ Hardin discussed the formula that is used to set minimum enrollments for summer courses. He announced that we need to work to ensure that each faculty member that wants to teach during summer has the opportunity to. We will revisit this topic again at the next department meeting.
* Need for a Faculty Assistance Committee:
* Mary Ann Cain announced that she is creating a proposal to help with faculty assistance. She will have the proposal ready for all to review by the October department meeting.
* Graduate Admissions Criteria:
	+ Lewis Roberts presented information regarding the current graduate admissions process.

He announced that university administration has suggested that we adjust our application requirements. One possible change is to remove the GRE requirement. A second adjustment is to only require 1 or 2 letters of recommendation instead of 3. We need to figure out the process to make the change. Lewis may have the process added to the *Enchiridion*.

* Committee Activities:
	+ Gen Ed Reports are due by January 03, 2019. Hardin will forward the link to the Gen Ed process. The information is also in One Drive for anyone that needs it. Each faculty member needs to be mindful to be aware if they are teaching Gen Ed courses. If you are teaching a Gen Ed course, remember to submit artifacts along with the report.The department Gen Ed committee will send out reminders to the faculty.
* Course Offerings (Building Monitors, Promoting courses with new Purdue numbers:
	+ Remember to post your course flyers on the monitors in the lobby.

**Items from the Floor:**

* Karol Dehr announced that there will be a discussion at the next town hall meeting in West Lafayette to discuss changes to Continuing Lecturer positions. Work is being done to create 2 tiers of lecturers. The Fort Wayne campus will have 1 week to respond after the meeting.Karol announced that there are currently 58 Continuing Lecturers on this campus. She also announced that Continuing and Limited Term Lecturers are listed as staff at West Lafayette. As of July 01, 2019 the same will be true for those on the Fort Wayne campus.
* Mary Ann Cain made an announcement regarding the financial report that was presented at the Senate meeting. She mentioned that COAS was not represented regarding new faculty lines.
* Jori Lindley gave information regarding a Linguistics student’s project. More information can be found at exploringdialects.opportunity.com

**Meeting adjourned at 1:16pm**

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