**Department Meeting**

September 18, 2019

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

**Faculty Present:**

Aasand, An, Bassett, Bischoff, Dehr, Elsby, Encabo, Fleming, Huffman, Kaufmann, Kopec, Roberts, Sandman, Sun, Whalen and White.

**Guests:** Carrie Adams and Connie May

**Initial Business:**

Meeting called to order at 12:03pm

Minutes from April 17, 2019 approved. Agenda for September 18, 2019 approved.

**Informational Items:**

* Welcome:
	+ Jiangshan An , Assistant Professor of Linguistics
	+ Connie May, office staff member
	+ Carrie Adams, returning as office staff member
* Congratulations:
	+ Congratulations to Troy Bassett for promotion to Full Professor.
* Kudos:
	+ **Charlene Elsby–1)** Second novel (*Affect*)was accepted by Porcupine’s Quill (Fall 2020 publication). **2)** First novel (Hexis) went up for pre-order: <https://www.clashbooks.com/clash/2019/8/20/hexis>. **3)** Article: “Gregor Samsa’s Spots of Indeterminacy: Kafka as Phenomenologist” in the *Polish Journal of Aesthetics* issue, “The Philosopher Franz K.”
	+ **Damian Fleming –** Article, “Christian Hebrew in England with and without Jewish Books” in *Early Middle English* 1.1 (2019): 73-82.
	+ **Lidan Lin - 1)** Article “Eugene O’Neill’s Chinese Dream” published in the *Journal of Sino-American Humanity Studies* 4 (2018): 124-134. **2)** Presented a paper titled “Comparative Literature and National Literature in the Age of Globalization” at the International Comparative Literature Conference held in Shenzhen, China, on July 27, 2019. Also chaired a panel “World Literature and China: Reception Studies” at this Conference on July 28, 2019. **3)** She and her collaborator have been invited by *Ariel* to review the new edition of Professor Leela Gandhi's book *Postcolonial Theory: A Critical Introduction* (Columbia UP, 2019).
* Information on Position Requests:
	+ There will only be five new faculty lines available to hire across the entire university. Any COAS line will be dedicated to CSD
* Professional Development Funds:
	+ Hardin announced the amount of professional development funds that will be available for the 19-20 fiscal year. There will be $1500 for full time tenured and tenure-track faculty and $750 for continuing lectures. Hardin also informed all that there will be a new budget process implemented soon.
* University Gen Ed Sub-Committee:
	+ New course submissions are due 09/23/19.
	+ Assessment reports are due 01/04/20
	+ We currently have 24 Gen-Ed courses on the books.
	+ There is a new assessment process being designed. The number of Gen-Ed-courses will be reduced. The new process will not allow courses with variable titles or courses that have pre-requisites, unless it is a foundational course like 13100. The plan is to have the new process in place for 20-21 catalog. Hardin showed those in attendance how to get the Gen-Ed Folder in OneDrive. If you are teaching a Gen-Ed course this year, please complete an assessment for the course. If you need instructions on how to find the assessment rubric on the o-drive, please let Hardin know. All reports should be uploaded by the instructor as well as saved to the o-drive. Artifacts should be saved to the o-drive as well.
* International Year of Indigenous Languages, 2019:
	+ Sarah Sandman made an announcement regarding the IYIL Conference. The conference coordinators would love for faculty to attend as well as to volunteer if you are able. A Qualtrics poll requesting volunteers will be sent out soon. Contact Shannon Bischoff, Sarah Sandman, or Mary Encabo with questions.
* Enrollments:
	+ Hardin showed the fall 19 Census data regarding the ENGL majors. The data shows that the department is now the 3rd largest department in the College of Arts & Sciences.

**Old Business:**

* Curriculum Revision Agenda:
	+ Andrew Kopec presented information regarding resurrecting the teacher concentration. Andrew and Shannon Bischoff will have information to everyone soon. Please contact them with questions.
	+ Andrew also invites all to come to our student success course, ENGL 12000, to speak with our majors.
	+ Hardin asks that everyone take a look at the draft of the program review that he sent out. Please send any feedback to him.
	+ Hardin extended a special thanks to Andrew Kopec and Debrah Huffman for their work during the summer NSO sessions.
* Continuing Lecturer/Senior Lecturer Policy:
	+ Hardin presented a draft of the Process for Continuing Lecturer promotion to Senior Lecturer. The Faculty Affairs Committee will develop the procedures for promotion and the Faculty Senate will vote on those procedures. The promotion document crafted in the department in the spring for CL promotion will be revisited at the October department meeting.
* Summer Teaching:
	+ The Coordinating Committee will need to hold a meeting in order to revamp the summer teaching policy that is listed in the *Enchiridion*. Back up courses for summer teaching may no longer be sustainable. The committee will work this out. Hardin will call a meeting soon.
* Secondary Courses:
	+ Faculty should try to expand the repertoire of classes that they are able to teach in case their classes are not able to run due to low enrollment.
* Committee on Committees:
	+ The committee on Committees should be sure to consider sabbaticals when making committee assignments. The committee should also try to make sure committee members know their duties.

**New Business:**

* + Nothing was reported

**Items from the Floor:**

* **Department of Education / ELL:**
	+ Hao Sun reported that the Indiana Department of Education has created a memorandum that states that all ELL instructors must have taken ELL course. Our department is in line to possibly benefit from this requirement. Teachers can apply for grant money to cover the costs of taking these classes. The accelerated TENL program is probably going to expand.

**Meeting adjourned at 1:00pm**

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