Department Meeting

Noon-1:15 • LA 136

April 23, 2012

**Faculty present:** Aasand (presiding), Amidon, Anders, Bassett, Bischoff, Cain, Crismore, Dehr Fleming, Grant, Hile, Huffman, Hume, Kalamaras, Kaufmann, Lin, Minton, Roberts, Rumsey, Sandman, Stewart, Sun, White

**Initial Business:**

Meeting called to order at 12:00. After two corrections the minutes from the March meeting were approved. The agenda for the current meeting was approved.

**Information items:**

* Congratulations to faculty for their recent accomplishments. Congratulations:
* Lidan for her essay "The Chinese Response to Samuel Beckett" (with Helong Zhang) is in print in *Irish Studies Review* (2011).
* Mary Ann for Indiana University Exploratory Travel Fellowship, presentation at CCCC, and (with George Kalamaras) an episode of Arts Weekly broadcast
* Sara Webb-Sunderhaus forher article "It's Me and the Adjuncts: Writing Program Administration and Marginalized Students/Teachers" was published in *Open Words: Access and English Studies*. Sara also spoke at the Appalachian Literacies and Rhetorics Special Interest Group, of which she is chair.
	+ Sara, Mary Ann, Deb and Kate presented at CCCC.
* Shannon Bischoff received an NSF REESE grant
* Suzanne’s "Heritage Literacy" has been selected to be reprinted as part of the next *Bedford St. Martin's Sourcebook on Multimodal Composition*.
* Committee Reports:
	+ Committee on Committees should be done by the end of April. Hardin will send it out next week. Hardin thanked the scholarship committee.
	+ Ad hoc committee report – Steve reported that the committee has worked on the revisions to the Promotion, Tenure, and Sabbatical Leave document. These changes more than likely will not be evaluated until next fall. We will use the old guidelines for the fall semester.
* Policy on office use for student submissions – Hardin explained that the front office will no longer be a drop off point for student papers, portfolios, etc. Student congestion during these periods has increased and interfered with office business. Faculty should have students deliver papers to faculty offices, classrooms, or email accounts.
* Student Evaluation Process. Tenured full professor faculty should consider ways of streamlining the evaluation process by selective use of class venues.
* Book order deadlines are not arbitrary. These deadlines are part of a federal mandate ( See http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/pdf/PLAW-110publ315.pdf) . Please ***research*** your books and adhere to the deadline that Shanté has given you. When students sign up for classes they must have the information about what books they will be using.

**Old Business:**

* Faculty Review Committee revisions - faculty review committee has nothing to report, defer to Fall.
* Procedures for making changes to the *Enchiridion –* tabled until Fall.
* Option 1 & 2 status – Administration is adjusting teaching loads. We need a set of criteria in place. Hardin said he would like to create a 3 to 4 person ad hoc committee to work with him on the procedures for assigning option 1 & 2 status. Please let him know if you are interested.

**New Business:**

* Rodney’s position has been put on hold.

**Adjourned at 1:15 pm**

**Next meeting: September 17, 2012**