**Department Meeting**

November 12, 2014

12:00pm – 1:15pm, LA 144

**Faculty Present:**

Aasand, Amidon, Bassett, Bischoff, Fleming, Hile, Huffman, Kopec, Minton, Roberts, Rumsey, Sandman, Stewart, Sun, Thompson

**Initial Business:**

Meeting called to order at 12:04

Agenda for November 12, 2014 approved. Minutes from September 29, 2014 approved.

**Informational Items:**

* Kudos to:
  + **Rachel Hile** – Article “*The Spanish Tragedy* as Intertext for Orhan Pamuk’s *Kar* (*Snow*)” is being translated into Turkish and will be published in the collection “Dünya Üzerinde Kar – *Kar* Üzerine Yazılar” (“Snow on the World – Writings on *Snow*”) by Istanbul’s YKY Press in early 2015
  + **Debrah Huffman** - Invited to present her research on reading at three conferences this year.  Presented at the state FACET retreat for FACET members, and invited to present at the IPFW Fall Teaching Conference and the state (FACET) FALCON conference for adjunct faculty Nov. 8.
  + **Curtis Crisler** – has forthcoming poetry coming out in Map Points and PLUCK. His short story "The Gift" was adapted into a short film and picked and featured at The Gary International Independent Film Festival in October. It even won "The Audience Award". Will be on two panels at the Midwest Modern Language Association (MMLA) annual convention from Nov. 13-16. One panel theme is "The Living City: Perspectives on Writing Persona & Narrative Poetry"​ and the other will be “Life in the City”: Politics, Pedagogy, and Multicultural Literature in the College Classroom."
* Committee Reports
  + The scholarship committee needs to designate a chair. Hardin will contact the committee
* Proposal for tenure position/recent position requests
  + **Position Requests** – Neither the Linguist or the Literature (18th century and Romantic literature) position requests were approved. The three COAS positions approved were in Philosophy, Physics, and Sociology. We will resubmit our position requests in the spring.
  + **Position Proposal** – The VCAA & the Dean have asked the department to consider Dr. Lachlan Whalen for a position as a tenured, associate professor . A special meeting has been schedule on Dec 01, 2014 at 12pm in LA 144 to discuss the proposal. Conversation ensued. All were encouraged to attend the Dec 01st meeting.
  + **USAP Draft** – Deadline for to submit the plan has been moved to December 31, 2014. The most current draft was sent to all via email. Faculty should review and inform Hardin of changes. Faculty should add publications to OPUS for inclusion in the report. Shannon reminded faculty that the library staff will update OPUS if updated CVs are submitted. Conversation ensued. Please email Hardin any items that you would like added to the report. Spring conversations will address the mechanism for generating future reports.

**Old Business:**

* **Assessment Report**
  + Gen Ed assessments are due Dec 31st. The Undergrad committee has an extension until Nov 25th to submit 2013 report. The Grad committee has already submitted their report.
* **Enchiridion**
  + The Ad Hoc Committee designated for *Enchiridion* revision will need to address two major considerations: the use of Qualtrics online voting instead of paper balloting ; a mechanism for assigning faculty to research or teaching appointments. Conversation ensued.
* **Building Alumni Database**
  + Thanks to Lewis for all of his work on building the database.

**New Business:**

* **Graduation certification and audit letters: process**
  + Certification for graduation will be handled at the department level. Conversation ensued.
* **MyBluePrint Training:**
  + There was no perceived need for further myBlueprint training for faculty.
* **Honors Course Requests:**
  + Before requesting to teach an honors course, please inform Hardin so that we can determine if there is a need. The next step is to meet with Dr. Ann Livschiz to get approval for any Honors course proposals.
* **Book Orders:**
  + Federal Regulation states that textbook information is made available to all students at the time that registration opens. Faculty were reminded that information for course textbooks need to be submitted, even if Follett’s will not be your bookstore of choice.
* **Using Doodle:** 
  + We plan to use Doodle polls to schedule future department meetings. This will help us choose the best date to avoid conflicting schedules.

**Items from the Floor:**

* Damian indicated that book reviews are coming soon to mailboxes. Please let him know if you choose not to participate. If you see something that you would like the library to own, please let Damian know. He will give the information to the library.

**Meeting adjourned at 1:10PM**

**Next Meeting:**

* Special meeting scheduled to discuss the position proposal on December 01, 2014 at 12pm in LA 144