**Department Meeting**

12:00pm-1:15pm

September 29, 2014

**Faculty present:**

Assand (presiding), Amidon, Anders, Bassett, Bischoff, Cain, Dehr, Fleming, Hile, Huffman, Kaufmann, Kopec, Minton, Roberts, Rumsey, Sandman, Stapleton, Stewart, Sun, White

**Initial Business:**

Meeting called to order at 12:04.

Minutes from April 14, 2014 were approved. Agenda for September 9, 2014 was approved.

**Informational Items:**

* Welcome back. Moment of silence was observed in honor of Beverly Hume.
* Kudos to:
	+ Kate White – Article accepted in to *College English*
	+ Jennifer Stewart – Received the Kairos Award and IPFW Community Advisory Council Service-to-Students Award
	+ Sara Sandman – Finished her dissertation and graduated with her Ph.D.
* Committee Reports:
	+ Committees need to ensure a chair is selected for impending business.
* Faculty Development Funds:
	+ Funds are increased to $1500.00 for 2014-15.

**Old Business:**

* Scholarship Committee
	+ An award will be named for Beverly Hume. Her husband Craig is supportive of the award. The criteria for the award will be chosen from the suggestions that Beverly gave Hardin before she left IPFW.

The process for soliciting candidates should be done in a timely fashion.

* Budgeting :
	+ Process for monitoring LTL & TA budgets will be done internally.

**New Business:**

* Assessment report deadline is November 7th. Turn papers in to Shante. Literature is the focus of the 2014 report for 2013-14.
* Gen Ed Assessment deadline is Dec 31st. Steve gave information regarding the process and what should be included in the report. First meeting for the committee is Fri, Oct 3rd. Composition committee is handling the W131 assessment. Contact Steve with questions if you aren’t sure if your course should be listed as gen ed. Steve announced that the Campus-wide Gen Ed committee will offer info sessions that anyone can attend for more info. Gen Ed courses list can be found in the online bulletin.
* COAS Council members from ENG/LING are Steve, Shannon, Rachel, Damian, and Debrah. The council is designed to handle COAS business that might take more than one meeting to get settled.
* MyBluePrint training is scheduled for Oct 15th at 12pm in LA 42. All incoming freshmen starting in fall 2014 have to have a 4 year plan as a requirement by the state and Commission for Higher Ed. Teacher Cert concentration has a special dispensation due to credit hours.
* Meeting for the external chair review will be October 27th at 12pm in LA 144. Ron Friedman, chair of Chemistry, will be the reviewer. This is an open meeting where you can discuss Hardin’s performance; all are encouraged to attend. Hardin will not be in attendance.
* Building an Alumni Database - Lewis gave information regarding his efforts to track ENG alumni. He will be asking others for help or for information on others that he could not locate. Discussion ensued. Hardin announced that the ENG website is being overhauled and will be a good place to advertise our alumni’s success.
* Science & Society event is Nov 1st. Shannon announced the purpose of the event and noted that Karol, Steve, Troy, and many others will participate. Damian will be a speaker at the event.
* Damian is the speaker at the Oct 6th First Mondays Talk
* USAP meeting is on Oct 6th. Plan will reflect how resources are used. Rachel explained the purpose and goals of USAP. All are encouraged to attend.
* *Enchridion* Revisions – Committee on Committee’s would like to use Qualtrics for voting. *Enchridion* has to be revised before this change can be made. An Ad Hoc committee will propose the wording to be used to make this change.
* Peer Review Committee – Mary Ann gave information about the committee and its purpose. She explained that the committee is here as a resource for those needing or wanting to complete a peer review. The committee can serve as a place for mentors and mentees to go if any issues arise between them. There may be incentives for doing a peer review. See Mary Ann for questions.

**Items from the floor:**

* Karol gave information on Appleseed’s Day of Demos, 9am-12pm Oct 17th. Teacher consultants will be doing sessions throughout the day. There will be a young writer’s showcase where 3rd-8th graders will showcase their work.
* Kate gave information regarding the Student Travel Committee which she sits on. Grad and Undergrad students that would like money to help with travel expenses for conferences can request funds from the committee. See Kate for more information.
* George announced an event featuring Michael Martone which will take place this Friday at the co-op. It is free and open to the public.
* Hardin announced that the ad for the faculty search has been submitted. We still have a good chance to get the requested Linguistics position. The committee members are Anders, Cain, Rumsey (chair), Huffman and Bassett.
* Materials to help with desk copy requests have been created and will be made available to everyone.

**Meeting adjourned at 1:18pm**

**Next Meeting:** Oct 27th, which is the meeting for the chair review.