**Department Meeting**

April 12, 2017

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

**Faculty Present:**

Aasand, Bassett, Cain, Crisler, Elsby, Hile, Huffman, Kaufmann, Keller, Minton, Roberts, Rumsey, Sandman, Sun, Whalen and White.

Guests – Alexis Smith Macklin and Sue Skekloff

**Initial Business:**

Meeting called to order at 12:07 pm.

Minutes from February 15, 2017 approved. Agenda for April 12, 2017 approved.

**Informational Items:**

* Kudos:
* **Beth** – 1) new co-authored piece in the *Journal of Technical Writing and Communication* titled “WIDE Research Center as an Incubator for Graduate Student Experience.” 2) book contract with the Routledge Studies in Rhetoric and Communication book series for book *Rhetorical Strategies for Professional Development: Investment Mentoring in Classrooms and Workplaces*.
* **Lewis** - “'It’s a dangerous world out there for a toy':  Identity Crisis and Commodity Culture in the Toy Story Movies" has been accept for publication in a special issue of Children's Literature Association Quarterly.
* **Chad** – Awarded the Regional Engagement Award for the second time since 2012.
* **IPFW Top 50** – Two English & Linguistics students, Helena Carvahlo Schmidt and Elizabeth Britner were selected for the campus Top 50 students out of a pool of 300 applicants.
* Monitoring Summer 2017 Enrollments:
	+ We have begun to monitor the enrollments of summer 2017 classes. Hardin will contact faculty directly if their course numbers are low.
* Back-up Classes:
	+ Hardin suggested that all need to have back up classes in mind in case courses are closed and other options are needed.
* Departmental Committee Assignments:
* Ballots for next year’s committee assignments will be distributed by the end of the week. Hardin suggests that all faculty check the descriptions of the various committees so that all are aware of the requirements.
* Assignments should be set and announced by the end of the semester.
* Webmaster Position:
* Our web presence is being rebranded and we need a faculty member to serve as webmaster. The webmaster will need to work through the website overhaul as well as monitor our webpages throughout the year. We will try to get a course release for the webmaster position.

If you are interested, please let Hardin know.

* Digital Literacy Concentration:
* The new concentration was approved.
* Graduate Colloquium/ Graduate Student Reception:
* The Graduate Colloquium will be held on April 14, 2017 at 5:30pm in KT G46.
* The Graduate Student Reception will be held on April 26, 2017 in LA 41. The time is TBD.
* Helmke Library Transition:
* Alexis Smith Macklin (Library Dean) and Sue Skekloff (Librarian) joined the meeting to discuss the changes that all should expect during the transition from IU to PU. The library is working with IU to move the IPFW catalog to the PU catalog. Request Delivery will end June 30, 2017. There will be no requests from IU after this date.
* If there are titles that you need, please work with your library liaison in order to get those titles added to the library.
* Information was also given regarding inter-library loans, databases and memberships. We will be able to use IU databases until June 30, 2018. We will continue to have access to all current memberships.

**Old Business:**

* Recruitment Efforts:
* The university is looking for new ways to recruit students.

**New Business:**

* Graduate Student Recruitment:
* Lewis Roberts gave information on the ENGL graduate student numbers.
* The university is holding a senior send off on April 18th and April 19th in the Alumni building. If anyone is interested in participating, please let Lewis know.
* Lewis announced that he is working to create a flyer and a letter in order to help promote the ENGL Graduate program. The flyer and letter will be sent to local colleges for their under graduate students as well as some high schools.
* Importance of responding to emails from the department office ASAP:
* Hardin informed all that they should respond to emails from the office staff right away. He gave an example of this importance during the schedule production process. Discussion regarding deadlines for schedule productions ensued. We will work to figure out a more efficient process.
* Scholarships & Awards:
* Hardin announced that ENGL gave out over $11,000 in scholarships and awards this year.
* Program Review (2018-19):
* Hardin be contacting the faculty during the fall semester regarding the ENGL Program Review. There is a new process that is shorter than the reviews that were done in the past.

We will need to include more goals and efforts for retention.

* OSHA Guidelines:
* All paid employees must go through a yearly Hazardous Waste training. This is an OSHA requirement. There is a 12 minute video that all must watch and a form that will need to be completed and signed as well. A link to the video and the form will be available on Hardin’s website. All forms must be completed and submitted to Shanté Howard by October 2017.
* High School Intern:
	+ Kate White presented information regarding the possibility of a new paid internship for a senior student at a local high school, EA University. Deakin Chipps (former TA & LTL) works at EA Univ and will work with Kate to facilitate the internship. Kate will send out a survey to the faculty for suggestions of projects and things that the intern could do for the department.

**Items from the Floor:**

* Sabbatical Application Letters:
* John Minton brought forward the issue of needing an external letter for the sabbatical application. Conversation ensued regarding the need. Hardin will check the Enchiridion for clarification.
* Brown Ink:
* Rachel Hile announced that Brown Ink will hold an event on Friday, April 24, 2017.
* Student Readers:
* Curtis Crisler announced that they are still looking for student readers for the next event.

**Meeting adjourned at 1:16pm**

**Next Meeting:** TBA