**Department Meeting**

December 04, 2017

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

**Faculty Present:**

Aasand, Bassett, Cain, Dehr, Elsby, Fleming, Huffman, Kalamaras, Kaufmann, Keller, Kopec, Lin, Roberts, Sandman, Thompson, Whalen, and White.

**Initial Business:**

Meeting called to order at 12:02pm.

Minutes from October 30, 2017 approved. Agenda for December 04, 2017 approved.

**Informational Items:**

* Kudos:
	+ **Curtis Crisler** – 1) Interview forthcoming on Thursday, December 14, 2017 at Midwestern Gothic <http://midwestgothic.com/>; 2) proposal "BE YOU/DO YOU: Rejoin; Rejoice," has been accepted for the Split This Rock Poetry Festival: Poems of Provocation & Witness 2018 that will take place from April 19-21.
	+ **Lidan Lin** – **1)** Presented a keynote address in Lanzhou, China, in September 2017: "The Role of East-West Studies in China’s ‘One Belt, One Road’ Strategic Initiative”, at the 6th International Symposium on Cultural Confidence and Inter-culturality, 9 September 2017, Lanzhou, China. **2)** Presented a paper in July 2017 at the 11th British Literature Conference in Chengdu, China: "China in British Literature."
	+ **Michael Kaufmann** – Recent book chapter: “How to Teach a True Spokane Story: Learning Sherman Alexie's *Lone Ranger and Tonto Fistfight in Heaven* Through Tim O'Brien's *The Things They Carried*.” In Evans, *Critical Approaches to Literature: Multicultural*
	+ **Andrew Kopec** - Received a Summer Faculty Grant from the Purdue Research Fund to support his ongoing research on American Romanticism and economic history.
* Annual Review Materials:
* Please submit your annual review documents to Shanté by December 14, 2017.
* The reappointment dossier is sufficient for both the review and the reappointment.
* Collecting L202/L371 Material for 2018 Program Reviews:
	+ If you are teaching L202 or L371 please submit materials to assessment committees. Troy indicated that the assessment typically draws from students’ final papers.
* OSHA HAZCOM Hazardous Waste Training:
	+ Please complete the training by the end of December.
* Override Expectations (departmental staff involvement for specified reasons) :
	+ Please do not send student registration requests for the office staff to complete unless the student is blocked by a restriction and can’t register for the course themselves. Override requests will be honored for the following: instructor permission, instructor signature required, instructor allowing a student over the max enrollment, internships, and when a pre- requisite is being waived.
* Irwin Mallin’s Litserv for Advisors: :
	+ Be sure that you are subscribed to Irwin Mallin’s Advisor List if interested.
* Online and Evening Options for English/Linguistics Classes:
	+ Hardin suggests that we may need to think about adding these options so that they will be available for more students. Hardin presented the credit hour production and the number of students that are registered for ENGL classes for spring 18 compared to spring 17. Hardin announced that some faculty will be assigned W233 sections in spring 18. This will be non-negotiable.
* Holiday Celebration:
	+ Kate White announced a reminder that the holiday celebration is being held on Friday, December 8, 2017 at 12pm at Baker Street Steakhouse.

**Old Business:**

* ENG L371 Portfolios for Capstone Assessment:
* Moving forward ENGL L371 assessment will draw on student portfolios.
* Program Review (2019):
	+ Hardin will begin to work on the review process by mid-January. He will contact faculty in spring 18 for information to help with the review.
* General Education Committee Actions
	+ Debrah Huffman sent a memo to the campus General Education committee regarding the ENGL courses that were removed from the program. She announced that the Gen Ed Sub-committee is in favor of allowing courses that were removed be used for gen ed this academic year. Going forward, classes that fail to submit documents for the assessment process will go on probation before being eliminated from the program.
* Undergraduate Assessment Projection Spreadsheet [o: created]:
	+ Folders are now available for artifact storage on the o-drive. The committee may also create subfolders to help organize materials.
	+ Individual instructors need to complete assessment reports and submit them to the departmental Gen Education Committee.

**New Business:**

* Scheduling classes going forward:
* The second distribution of the fall 18 schedule is due to us by December 5, 2017. We will plan for a 5% reduction in enrollments to help set the schedule. We will use the rotation spreadsheet that Hardin has created to help plan the literature courses.
* Applied Humanities Center – List of Projects:
* Hardin is on a committee for Applied Humanities. The committee is trying to construct a Center for Applied Humanities on this campus. The center will be used to help with the relationship between that community and the Humanities on the campus. If you have any applied humanities projects or community engagements, please email this information to Hardin. The Center may be able to help fund research projects, workshops, seminars, etc. Some examples of projects are examples are Appleseed and Visiting Writes Series.

**Items from the Floor:**

* Dean Link will speak at our January department meeting, which will be held on January 29, 2018. The dean will meet with the faculty to discuss the 2017-18 annual report.
* Lidan Lin announced that advertisements for the department scholarships have been distributed. She asks that the faculty remind students that we have awards and scholarships available before they leave for the Christmas break.

**Meeting adjourned at 12:50pm Next Meeting:** **January 29, 2018**