**Department Meeting**

September 13, 2017

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

**Faculty Present:**

Aasand, Bassett, Bischoff, Cain, Crisler, Dehr, Elsby, Fleming, Hile, Huffman, Kalamaras, Kaufmann, Keller, Kopec, Lindley, Roberts, Rumsey, Sandman, Sun, Thompson, and Whalen.

**Initial Business:**

Meeting called to order at 12:03pm.

Minutes from April 12, 2017 approved. Agenda for September 13, 2017 approved.

**Informational Items:**

* Kudos:
* **Rachel Hile** – Congratulations on receiving promotion.
* **Kate White** – Congratulations on receiving tenure.
* **Mary Ann Cain** - 1) Poem “I Pretend to be Chinese,” was published in Gargoyle, a literary journal based in Washington, D.C. 2) Book about artist-teacher-activist, Dr. Margaret Burroughs, was accepted by Northwestern University Press and is forthcoming fall 2018.
* **Charlene Elsby** – 1) Book chapter, “Socrates’ Demonic Sign” in *Philosophical Approaches to Demonology*, published by Routledge. 2) Chapter (co-written with Rob Luzecky), “How to Become a Revolutionary” in *Mr Robot*.
* **George Kalamaras** – 1) Published poetry in several journals, including*, American Literary Review, The Bitter Oleander, Caliban, Cold Mountain Review, Denver Quarterly, Massachusetts Review, New American Writing*, and others. Also, interviews and invited lecture in Colorado.
* **Jori Lindley** –Visiting position has been approved for a third year.
* **Hardin Aasand** – Shannon Bischoff gave a short recognition for Hardin to thank him for the work that he does as chair of the department.
* 2017-2018 Travel Funds:
  + $800 will be available this year for travel when requested.
  + Instructional travel links and forms have been updated and added to Hardin’s web page.
* 2017-2018 Committee Chairs:
* Each committee must choose a chair and send the names to Hardin.
* 2017-2018 Visiting Writers Series:
  + George Kalamaras announced that the speaker for the fall 17 Visiting Writers Series will be Dan Gerber. He encourages all faculty to attend the reading and asks that all faculty encourage students to attend as well. The reading will be held on October 23, 2017 at 12pm.
* ENG L371 Portfolios for Capstone Assessment:
* Rachel Hile and Suzanne Rumsey have been working on ways to better assess the major.

It is suggested that L371 be set as the capstone course and that the students would create a portfolio as a part of the course. This portfolio could then be used for assessment purposes.

Faculty should encourage their advisees to wait to take L371 when they are upper classmen and not freshmen or sophomores.

* Information for Faculty Webpages Due September 18th:
* Updated information for the faculty webpages is due to Jacqueline Reynolds by September 18, 2017. Please see the email that Jacqueline sent for more information.
* OSHA HAZCOM Hazardous Waste Training:
* All campus employees must watch the hazardous waste training video.The link to the video is on Hardin’s webpage.After you have watched the video, please print off the final confirmation sheet, sign and submit it to the department office.

**Old Business:**

* Graduate Student Recruitment:
* The VCAA will meet with all chairs and directors of graduate studies programs. Hardin Aasand and Lewis Roberts will provide information from that meeting at the next department meeting.
* Program Review (2018-2019):
  + The English Department is up for review in 2019. Hardin will keep everyone updated on the process.
* High School Intern:
  + Deferred – Kate White not in attendance.

**New Business:**

* Departmental Webmaster Position:
* If anyone is interested in acting as the departmental webmaster, please let Hardin know.

Hardin will try to get a course release for the webmaster position. The webmaster will work with the office staff on web projects.

* Spring 2018 Alternates Needed for Rachel Hile’s Sabbatical:
  + We need an alternate member for the faculty review committee, COAS Council and faculty senate while Rachel Hile is on sabbatical. Mary Ann Cain volunteered to fill in on the faculty senate for the spring 2018 semester. A voice vote was called and passed unanimously for Mary Ann to fill in on the senate.
  + Suzanne Rumsey and Troy Bassett both would like to fill in for the faculty review committee. They will email Hardin.
  + Charlene Elsby will act as the department representative on the COAS Council for spring 2018.
* General Education Committee:
* The department lost classes (e.g. CMLT, Classical Mythology) for inclusion in the Gen Ed due to lack of assessment for the Gen Ed process. Those courses that were lost will have to be resubmitted to see if they can be re-entered into the Gen Ed Program.
* Enrollment Minimums:
* Hardin presented a power point presentation regarding enrollments, credit hour production, and general education for the department, college, and campus. All enrollments are down. Hardin wants the faculty to have visual data to help with the understanding of where things are. Hardin suggests that we establish a committee for recruitment. Enrollment caps are now 15. This will be strictly enforced. We may need to increase minimum enrollments on courses that are currently capped at 10 and 15. We may have to reassign full time faculty in to intro level courses.
* Overloads:
  + Going forward, overloads will not be allowed.

**Items from the Floor:**

* Nothing was reported

**Meeting adjourned at 1:19pm**

**Next Meeting:** TBA