

Department of English & Philosophy Meeting Minutes for December 7, 2004

Attending:

English		Philosophy
Adkison, J	King, K	Levenson, C.
Adkison, S	Klein, T	Skidmore, J..
Attebery, B	Launspach, S	Wahl, R.
Attebery, J	Montgomery, T.	Westphal, J.
Cantrill, D	Mulvey, B	Norton, M.
Comer, K	Norman, B	
Engebretsen, T	Whitaker, C	
Goldbeck, J	Willoughby, V.	
Hellwig, H	Winston, J.	
Johnson, A	Vanbezooyen, Keith	

The meeting began at 2:30 p.m.

Announcements

Copy budget:

Reminder – fair use restrictions apply to the copying of course materials (e.g., one essay from a collection), and the office staff cannot duplicate materials exceeding those restrictions.

Good news: A number of faculty have begun to use WebCT to help reduce the copying costs. Unfortunately, we have already spent over 60% of the photocopy budget this year. Through October, the copying ranges from an average of 10 cents to \$6.21 per student (or between \$2 - \$300 per faculty member). Try to hold to copying to approximately \$50 each (with some allowances for the number of students and the course level).

Remember that copying from the machines in the business building (next to the Dean's office) is considerably cheaper than the machines in Liberal Arts (nearly twice as much per copy). Try to have the office staff copy off materials, even at the last minute, so that we can use the less expensive machines.

Administrative and teaching appointments:

Steve Adkison has been appointed as Faculty Coordinator for Assessment and Program Review (2/3 time). Keith Comer is now the Faculty Coordinator of ITRC (1/2 time).

Jim Hardy, Logician and Philosopher, is working with Jonathan Westphal's COLD project and teaching Philosophy of Language in spring term.

Observations on the Accreditation Report:

Faculty are encouraged to review the accreditation report online (see e-mail announcement from the Faculty Senate). Department web site will have annual outcomes assessment posted by the end of term. Faculty teaching 301 or 491 need to submit a report to the Chair concerning how effectively students are addressing and meeting course objectives (strengths and weaknesses, etc.).

Hiring Committee:

The Department is moving ahead with the TESOL certificate program, which will be submitted to the state board for approval in the spring. Authorization should be in place next fall (2005) or the following spring term.

The hiring process for the candidate in this program is continuing; 11 candidates will be interviewed at the LSA in early January, with campus visits to follow.

Other notes:

Need updated web site information for all faculty members as soon as possible.

Reminder: annual self-evaluation materials are due to the chair by the first of the year.

Reports from (Standing) Committees

Policy & Personnel:	Reviewed candidates for the new position in linguistics and approved list of interviewees for LSA conference in January (Terry, Sonja, and Tom will be interviewing the candidates in Oakland, CA).
Graduate:	Reviewing graduate course and graduate exam materials and reading lists.
Research & Prof. Development:	Seminars on "What's New in My Field" and other presentations being planned for the spring.
English Undergraduate:	See handout provided during meeting.
Philosophy Undergraduate:	Revising curriculum for spring 2005 submission.
Composition:	Handout with respect to Composition Committee business during the fall term and goals for the spring term.

Special Programs:	<i>no business to report</i>
Faculty Senate:	President Bowen has been attending recent meetings with Jonathan Lawson's departure. The Senate is reviewing guidelines for exigency procedures in the case of budget cuts (enacted once in the past 30 years). There was an athletic department presentation concerning graduation rates, with those receiving financial aid graduating at higher rates than the general student population.
Other/Special Committees?	Hal reports that a committee of ex-faculty senate chairs is being formed for informal discussions.

Unfinished Business

Proposed changes to catalog descriptions of English 211, 301, and 491:

Handout concerning catalog copy based upon earlier suggestions for these courses was provided to the faculty. The description for English 301 included a recommendation for "6,500 words of finished, edited prose" due to its nature as a writing-intensive course. However, the sentence noting this will be cut from the catalog description. Also, "English 102 or equivalent" is to be specified as a prerequisite for English 211, and that prerequisite note will be deleted from the English 301 catalog copy. The changes will be made and then a ballot distributed for faculty vote.

New Business

Proposed revision of the catalog relating to English 280 (handout):

Language approved for faculty ballot proposal concerning prerequisites for English 481, Studies in Grammar (ballot forthcoming for departmental vote).

Proposed revision of the Approved Text policy from the Composition Committee:

Handout concerning a requirement for continuing feedback from graduate students and instructors desiring to use textbooks not on the Department's approved list of options. The Composition Committee's recommendation is to revise the policy to read, "Initially, texts will be approved for one semester, but you may petition the Composition Committee to use that text again." This change in policy will be decided upon by faculty ballot.

The meeting was adjourned at 3:35 p.m.

