

## English Undergraduate Committee

The English Undergraduate Committee works with the Director of Undergraduate Studies in English representing the English faculty in all matters related to the English undergraduate program. The Policy and Personnel Committee appoints three tenured or tenure-track English faculty members to serve staggered three-year terms. As available, one or more English lecturers are appointed by Policy and Personnel for one-year terms, which are renewable. The Committee is chaired by the Director of Undergraduate Studies in English. An undergraduate student representative will be nominated to serve on the committee and to participate in policy-making decisions, but will not vote. All other members have a vote in committee decisions. The committee meets as needed, normally at least every month during the academic year.

### Responsibilities

#### Policy and Curriculum

1. The committee will review standing policy statements and guidelines and make recommendations to the English faculty for any changes.
2. The committee will also initiate and recommend new guidelines to the English faculty.
3. More specifically, based on assessment and other evidence the committee will develop and recommend changes to the English undergraduate curriculum.
4. As appropriate, the committee will coordinate with the Composition and English Graduate committees in proposing changes in courses and course guidelines.

#### Assessment

The committee works with the Director of Undergraduate Studies in English to oversee assessment of the B.A. in English.

1. The committee is responsible for assisting in an annual assessment of the undergraduate degree program in English, using results to develop recommendations for curricular changes.
2. The committee reviews the assessment plan, recommending to the English faculty any changes.
3. The committee reviews the stated program goals and student outcomes used to perform assessment, recommending to the English faculty any changes.
4. The committee assists in preparation of periodic Program Assessment Reports, compiling information from the Annual Assessment Reports into more significant, comprehensive reviews.

#### Individual Student Programs

1. The committee will advise the Director of Undergraduate Studies in English about requests for waivers and substitutions in undergraduate English program requirements.

2. The committee will make recommendations to the Director of Undergraduate Studies in English about grade appeals and academic dishonesty appeals for ENGL courses with the exception of composition courses (0090 [currently inactive], 1100 [currently inactive], 1101, 1102, 3307, 3308, and 4401).
3. The committee will recommend rotation of courses for the undergraduate English majors and minors to the Director of Undergraduate Studies in English.

### Awards

The committee works with the Director of Undergraduate Studies in English to publicize and award the appropriate undergraduate scholarships in accordance with the terms of each scholarship's bequest (on file at the Scholarship Office), including the Charles H. Kegel Memorial Fund Scholarship in English Studies, the Agnes Just Reid Memorial Endowment Scholarship in Creative Writing & Journalism, the Price Worrell Scholarship, and the Jay G. and Mary Donna Jensen Scholarship (every other year). The awards will be assigned each spring for the fall of the following year.

### Program Promotion

1. The committee recommends appropriate public relations and recruiting efforts to the Director of Undergraduate Studies in English.
2. The committee assists the Director of Undergraduate Studies in English in publicizing undergraduate English Programs.

Approved by Department of English and Philosophy faculty: October 21, 2013