

**SFSU English Dept. Meeting**  
**MINUTES**  
**Tuesday, 8/22/17**  
**12:30—1:30 p.m. HUM 485**

In Attendance: P. Abeywickrama, S. Cannon, L. Cirina, S. Cooper, I. Da Silva, K. DeGuzman, M. Fitzgerald, D. Fould, J. Gilligan, G. Green, S. Hackenberg, L. Heyer, B. Hoffer, A. Jones, R. Kohls, J. Lederer, E. Longfellow, A. Love, L. Lyles, S. McMullin, W. Miller, P. Morris, L. Motai, J. Mylander, J. Paulson, D. Price, M. Roberge, E. Rogers, M. Santos, T. Sciacqua, G. Shahani, A. Smirnova, M. Soliday, S. Star, L. Stec, J. Trainor, K. Vogt, T. Walker.

- I. Approval of Agenda
  - a. A motion was made from the floor, seconded, and the agenda was approved.
  
- II. Welcome and Announcements
  - a. **Sugie welcomed** everyone back and mentioned that we have a lot of students taking English classes
    - i. Sugie recognized Bill Christmas and all the other coordinators for doing an outstanding job on the schedule and recognizing the needs of our students
    - ii. Congratulations to Maricel Santos on promotion to full professor
    - iii. Congratulations to Tara Lockhart for her sabbatical leave award
    - iv. Welcome back to Jenny Lederer who is returning from her Presidential Award leave
    - v. We have Martha Klironomos and Lynn Wardley on leave this semester
    - vi. On FERP this semester we have Michael Krasny, Lu Rehling, and Bev Voloshin
  - b. **Office Updates**
    - i. As many of you know, Lisa Poehlmann and Amanda Bent have left the office staff. Thank you to everyone who attended the going-away party, both Amanda and Lisa greatly appreciated it. Taking over for Lisa as the assistant to the chair is Erin Macke. Tyler Sciacqua has taken over for Amanda as undergraduate programs coordinator. Tyler Heid in the ETC will be leaving shortly and Emma Rogers will be taking over his position.
  - c. **RD Grades (Report Delayed)**
    - i. These appear on transcripts when no grade is entered. Students are not able to graduate with RDs on their transcripts.
    - ii. Please make sure you enter a grade for each student. In the event that you are unable to enter a letter grade, please enter an “Incomplete” rather than RD.
  - d. **Academic Works (Scholarships)**
    - i. In previous years we have run into trouble disbursing funds to students that have been awarded scholarships. Therefore, we have changed the application deadline and disbursement dates. ALL scholarships now have a November 1<sup>st</sup> application deadline and funds will be disbursed in the Spring semester.

- ii. All scholarships are now live.
- iii. We ask that all faculty please make announcements in your classes about the scholarship opportunities. There were award we did not give out last year because no one applied. Please familiarize yourself with academic works and let your student know of the opportunities available to them.
  - 1. Dr. Green stated that some of his students have made remarks that the amounts of the awards are not worth the effort. Sugie responded that we have several very generous awards and any amount would help offset some financial responsibilities for our students.
- iv. The Sarah Ruth scholarship is the only award that faculty enter on behalf of their students who have written an exceptional essay.

**e. Faculty Keying in Sick Leave**

- i. All faculty and lecturers are now responsible for keying in their own sick time.
  - 1. If you are missing a full day or partial hours, you must key in your own time using “Self-Sick” in the drop-down menu. All other leaves require additional documentation.
  - 2. You must still notify the office by calling in so we can alert the students. We will eventually be posting cancelled classes on the new department website.
  - 3. A guide for how to key in sick time can be found at <http://csumyconnect.calstate.edu/p87448977/?launcher=false&fcsContent=true&pbMode=normal&proto=true> This guide will also be posted to the list of Faculty Guides on the website.
  - 4. Time spent at conferences will not count toward your sick time
  - 5. Please work with Erin in the office if you will need to take an extended leave.

III. Year-in-Review

**a. Hybrid Courses**

- i. Fully online 214s, Tara’s new grant for ENG 114, started this summer under Jennifer Trainor. Pilot classes running this Fall

**b. Revising RTP Criteria**

- i. The revised RTP Criteria made it through the department and was submitted to Faculty Affairs who responded with feedback.
- ii. EAB responded to the feedback and criteria was sent to the interim Provost. We are hoping to have approval this semester.
- iii. The new criteria does not pertain to those up for RTP right now.

**c. Re-Design of the B.A.**

- i. Giant thank you to everyone who worked on the re-design team. We are really proud of the work that team accomplished.
  - 1. Literature, Linguistics, Education, and TPW will share a 24 unit curriculum with 21 units in individual concentrations
  - 2. This will also include a pathway to our M.A. programs.
  - 3. This new BA will go live in FA 2019.

**d. New Mission Statement**

- i. Please take a look on the new website!
- ii. We have a goal to approve learning outcomes and core curriculum. We will be inviting feedback this Fall so please keep an eye out for that.

**e. New Website!!**

- i. Our new Department website is live!! I can bear witness to how much time and effort Jace put into this project all of last year, but most particularly this summer. It was a daunting task and he deserves all of the credit, but none of the blame. While aspects of it are a work-in-progress, overall it looks fantastic. I know that Jace has received feedback from many of you, most if not all of which he has attended to already. But there are still areas where we'd like to improve and we'll be asking for your help with this throughout the year.
  - 1. Right now we need help with the Spotlights section. Ideally we will feature a new student and faculty member every year/semester so please let us know of students and faculty doing amazing stuff.
  - 2. We will also highlight a faculty publication
  - 3. Everything will be archived so we have a wonderful collection of thing our department produces.
  - 4. Please submit a faculty picture if you do not already have one. We also need picture of smiling and happy faculty so please take some photos at events, conferences, and in the classrooms.
  - 5. Trailblazers section – Please reach out to former students so we can fill in more spaces with amazing things our students go on to do.

IV. Goals for Next Year

**a. New Courses and Revisions**

- i. We need to add new courses and revise existing courses to fit the new core curriculum.
- ii. The deadline is in February of the Spring semester so we will be asking for revisions this semester.

**b. M.A. Revisions**

- i. We need to get a committee together to revise the M.A. curriculum.
- ii. We are hoping to be part of a pilot program for fast tracking students to the M.A. during the final year of their B.A. expect to hear more about this in the near future.

**c. Faculty Search**

- i. We have been approved for a Digital Literacy faculty search. The hiring committee will be working on that process through the year.
- ii. We would love to have a graduate student presence as well as an undergrad presence sitting in for the presentations.

V. Adjournment

- a. Everyone should feel great about our department as we have accomplished some wonderful things. We hope everyone has a great semester and as always, please let us know if we can help in any way.