

EAB Agenda/Minutes

Wednesday, September 6th, 2017

9:30—10:30 Am

Attending: P. Abeywickrama, B. Christmas, M. Fitzgerald, J. Gilligan, S. Goen-Salter, L. Hanley, J. Holland, R. Kohls, J. Lederer, D. Olsher, L. Stec, J. Trainor.

Old Business

- Interim Provost has signed off on our new RTP criteria and those being reviewed have already been notified.
 - There is one non-compliance – all faculty must be reviewed once a year and not everyone has yearly observations. Therefore, we need to catch up.
 - We have a schedule and sign-up sheet in the office that lists the faculty in need of observations. Most faculty only need one this year but those that will be up for promotion soon need two. Please stop in and see either Sugie or Erin to sign up.
 - Observations must be completed by full professors
 - Thank you to everyone who has already signed up
 - EAB will complete this process at the beginning session of each new academic year
 - The new RTP guidelines will be posted on the website soon – Thanks, Jace!
 - We encourage you to review the guidelines. There were some changes made to the proposed guidelines but nothing substantive.
- Yesterday was the PTR notification deadline. We have been doing well on upholding our PTR policy.
 - This year we only have one review, Lois Lyles.
 - The PRT committee is made up of the Department Chair, one full professor of the Chair's choosing, and one full professor of the reviewee's choosing
 - 2 people are up for PTR next year and EAB is where we have made committee appointments in the past
 - Larry Hanley has volunteered to be on Geoffrey Green's committee
- BA Redesign
 - We are in the process of revising courses and proposing new courses that are germane to our redesign plans
 - We plan to go live with our new B.A. in Fall 2019
 - The critical courses we need revised/completed by the February deadline are those that make up the 24 unit core curriculum.
 - ENG 420 – Linguistics Course
 - Literary History Course
 - We currently have 3 and we need to go down to 2 with one in the core and one in the concentrations.
 - Writing Studies Course
 - Cory Ching developed a course that we can revise if necessary

- We can use our existing Shakespeare course
- Global Literature course
 - SGS – Need someone to take the lead on creating a Global Literature course
 - BC – This course will need input from multiple faculty members. This course description needs to be amenable to everyone. Will call a Lit meeting to discuss the Global generic course as well as 480.
 - SGS – Will send a request to the Teagle group for a Global Perspectives subcommittee.
 - Plan B is to pick an already-existing Global Lit course and stick it in to get the B.A. through approval process
- ENG 480
 - We can still use 480 as our CWAR course and this will only need a slight revision.
 - Not a priority for fall.

New Business

- Recruitment for Graduate Studies
 - Should we spend department funds on promotional materials (mass mailers) for our M.A. programs?
 - LH – Do we know where we draw most of our M.A. students from?
 - Recently have been drawing much more from our own B.A. program
 - TESOL’s enrollment numbers have gone up after they began their virtual open houses
 - We will table this until we have more information from Communication studies on the effectiveness of the mass mailers
- New Website
 - There is a place on all faculty profiles where we are able to upload syllabi. We of course would not do this without faculty approval.
 - There is a new law that requires all classes which do not require additional costs (textbooks, lab materials, etc...) to be tagged as such
 - Students could potentially begin to search for classes with this label
 - Uploading syllabi could encourage students to enroll in specific courses
 - JG – we do not know how these syllabi could be used if this information is public
 - Part of the idea stems from the fact that we are having a difficult time getting course descriptions from faculty members

- For now, we will not upload any syllabi
 - BC – Now, book orders are linked to the class schedule on CS
 - This becomes a problem when CS is not updated to differentiate between required and recommended texts
 - Can be off-putting to some students who believe a course requires \$200 worth of books
- Experimental College
 - Is English interested in participating?
 - There is a three unit feeder course which then allows students to teach a one unit course
 - LH – According to sure Rosser, students are not able to teach without a faculty member present. Students are also not allowed to grade other student's work. Have these issues been addressed?
 - Is there an additional cost associated with these courses?
 - How is this being funded?
 - SGS – Will let the program director know that we do not have a lack of interest, but we do have questions that need to be answered before we discuss participating.

John Holland's proposed Agenda items

- Travel Deadlines – there is currently a ban on 6 states, ACLU has a ban on Missouri so it is likely that state will be added to the list of banned states at the CSU level as well
 - 4 Cs conference notified members that they are deliberating on whether or not to move the conference.
 - Those chosen to present at conference will not be notified until December which could put members in conflict with university regulations and deadlines for travel.
 - SGS – Missouri as of right now is not banned at the state level, your own call to make regarding travel but the university will reimburse you.
 - LS – We need to have a larger discussion regarding travel
 - It is a professional development issue where some faculty are not travelling because of difficulties with travel
 - A poll/survey was sent out to faculty regarding travel
- For Next EAB Meeting – Collaborative working space proposed by Larry Hanley hasn't gotten any traction
 - Great way for lecturers to comment about what they are doing and working on
 - Jennifer Trainor, Larry Hanley, and John Holland will work together in the interim

Meeting Adjourned