PRESENT: P. Abeywickrama, J. Gilligan, S. Goen-Salter, G. Green, L. Hanley, J. Holland, J. Lederer, N. Lindemann, T. Lockhart, L. Motai, M. Rusk, M. Santos

A motion was made to approve the agenda. Seconded and approved by acclamation.

New Business

1. Discussion with Faculty Support & Mentoring Committee (FSMC) – refer to informational memo e-mailed with agenda
   a. Maricel thanked the EAB for its time, and began discussion.
      i. FSMC is trying to put formal procedures in place for how best to provide support.
      ii. Clarification: this committee has no influence in the eval or promotion process—it provides collegial & friendly support only.
      iii. FSMC wants to ensure it’s not replicating or duplicating support that already exists.
         1. How do we see this committee interfacing, how/often do we or should it be working with other dept entities?
   b. Lyn Motai – since the FSCM is mentioned in the lecturer WPAF description, we need to clarify the committee's role since it can seem, from the language, more evaluative than what it actually is.
      i. Several tenured committee members weighed in, saying that IF there were a question about an eval, the FSMC would help integrate the advice into a mentoring situation, i.e. if the eval had criticism or notions for improvement, then the committee would assist in a supportive & nonevaluative manner.
   c. Discussion ensued over whether training for FSMC members would be appropriate.
      i. Sugie responded by noting that part of the impetus of this committee is that it would be self-initiated:
         1. When faculty need assistance and/or support, we wanted to have a designated place to go—hence the organization of this committee.
         2. This was invented out of a need; i.e. there is no other such place on campus for faculty to turn to when needing assistance, guidance and/or support
         3. Additionally, there have been times in RTP when the committee and the person being evaluated wanted to support & there has never been a way to do this. That's also part of the charge.
   d. There was extensive discussion regarding whether to clarify/specify the committee's responsibilities, or be patient regarding the setting of new habits for faculty. The general consensus was that this new system of checking in with committee members for support will take time.
      i. This committee has been charged with responsibilities and concerns that different concentrations of the department (esp. CMS) have always handled alone. Ultimately, this will allow for better support but will need to evolve.
   e. We may wish to enlist the committee's assistance, eventually, to screen new lecturers
f. Maricel said the committee would like to send a qualtrics survey to the English dept. & get feedback from EAB

2. Date of Spring Meeting - Sugie talked about the spring meeting being scheduled for Friday, 1/20 which is Presidential Inauguration day.
   a. There is a series of actions happening across the country, state and region. in response to the controversial Presidential election, and many may not be on campus.
   b. Because lecturers don’t officially start according to their contract until Thurs., 1/19, we polled lecturers as to what they’d like to do.
      i. We received responses from 50 lecturers.
      ii. Responses were evenly split between moving to Wed. 1/18 and the following Friday. Proposed change the meeting to Wed. 1/18.
      iii. Writing programs mtgs are in morning, then there will be 12-12:30 lunch, then dept meeting 12:30-2.
   c. Sugie asked for a vote to change the meeting to Wed. 1/18—This was unanimously APPROVED. The office will send out an announcement.

Old Business
1. Conversation with Dean and Chair’s Council about data base licenses and library acquisitions (from Nov.EAB meeting).
   a. Sugie took this to Chair’s Council—there was a huge response.
   b. The request was that we invite the university librarian to come speak to the Chair’s Council in spring.
   c. Sugie will ask EAB for specific questions & concerns to take to the university librarian

2. Sugie asked all EAB members to PLEASE COME TO THE department meeting on Thursday 12/15 from 12:30-2—New LCA Dean Andrew Harris will be here.

3. Larry brought up the recurring issue/discussion of WTUs and teaching loads.
   a. It was suggested that EAB either table this extensive discussion for a later date, or possibly consider creating a subcommittee for more thorough review.

4. Sugie announced that there would be a new English website unveiled in spring.