EAB Meeting Agenda (9/22/20)

Participants
- Abeywickrama, Priya
- Allen, Jace
- Cannon, Sarita
- Gilligan, Jim
- Green, Geoffrey
- Hackenberg, Sara
- Kohls, Robert
- Lederer, Jenny
- Lindeman, Neil
- Macke, Erin
- Motai, Lyn
- Shahani, Gitanjali
- Stec, Loretta
- Trainor, Jennifer
- Wong, Joan

1. Meeting Opening
   a. Gitanjali – Overview of meeting items

2. Reviewing RTP Criteria for COVID-related contingencies – Find our current criteria [HERE](#)
   a. Gitanjali – Add an addendum or change things more substantially
      i. Current RTP Criteria (with link)
         1. Do we want to add an addendum or do we want to change things in the overall criteria (longer process)?
      ii. Senate Updates
      iii. Provost’s Letter
   b. Loretta –
      i. Resolution to in the senate in the spring
         1. Could postpone review
         2. Could not include SETE
      ii. What else do we want to include to talk to about Senate
   c. Gitanjali
      i. It might be logistically difficult for Faculty Affairs if all departments do it this year
      ii. It might be a good time to do so if we are already talking about things
      iii. Would we like to start off with an addendum, or do we want to take on the full process, or are neither necessary at this time.
   d. Jim
      i. It might be more efficient to create an addendum, rather than going through the entire process. Rather than going back after the pandemic.
   e. Priya
i. Do not feel like we need to go through the entire process – to do the addendum right now. Look at the criteria at a later date for entire changes.

f. Jenny
   i. I agree with the others. What does an addendum look like? What is in it?

g. Gitanjali
   i. That question has come up. It would potentially look like the provost’s letter in the chat.

h. Jennifer
   i. What is the process to get the addendum?

i. Gitanjali
   i. We work with Colleen to make the letter official.

j. Loretta
   i. Make sure to send me any suggestions to take to the senate.

3. 7th Cycle Review Update and ad hoc committee
   a. Gitanjali –
      i. Process (Full Department – not just major)
         1. Fall 2020 – Planning Semester
            a. Review last Cycle Review and Plan for this one
            b. Alumni are part of the process
         2. Spring 2021 – Writing Semester I
            a. Conduct and begin writing self-study
         3. Fall 2021 – Writing Semester II
            a. Finalize self-study and share with DUEAP. Decide on external reviewers.
         4. Spring 2022 – External Review Semester
            a. Reviewers “visit” and observe the department.
         5. Fall 2022 – APRC Semester
            a. Finalize review with approval committees and parties.
      ii. It can be a great opportunity. DUEAP can be brought in at any point for consultation.
   b. Geoffrey -
      i. Seems like a waste of time given the circumstances
   c. Gitanjali –
      i. Ad Hoc Committee
         1. English Ed: Jim and Paul
         2. Literature: Sarita and Sara
         3. Linguistics: Anastasia and Jenny
         4. PWR: Neil
         5. Composition: Mark
         6. TESOL: Priya
         7. Writing Programs: Jennifer, John, Priya, Esther, Tara
      ii. Applying for a new TEAGLE Grant
         1. Vote to apply for TEAGLE
d. Geoffrey
   i. Sometime we are told who we can ask to be reviewers

e. Priya
   i. The iLearn will have the previous reviews – correct?
   ii. Who is going to be overseeing Grad Programs?
      1. DUEAP

f. Jenny
   i. Is the Committee too heavily tenure-track rather than lecturers? Can the
      TEAGLE be used to pay lecturers to assist?

g. Jennifer
   i. Last year Writing Program did a self-study and was paid through DUEAP.
      Money has dried up.

h. Gitanjali
   i. Payment will depend on if we get the grant.
   ii. The committee can add any they deem fit.
   iii. Majority approved to apply for grant via Zoom “Yes”

4. Department Advising planning
   a. Gitanjali – new processes and systems
      i. List of things departments are doing to streamline and connect with
         students.
   ii. Other departments
      1. Advising Handbook with Worksheet
      2. Set Advisor meeting every semester
      3. Staff and a Faculty coordinator – to formalize meetings
      4. Advising assignment in a required class (GWAR)
      5. 1-unit course for Advising
   iii. More hands on have better have better DFWI rates

b. Neil
   i. Do students take 480 in their first semester in the program and/or third
      year?

c. Gitanjali
   i. They are encouraged to

d. Jenny
   i. Better advising/office hours online notices

e. Jace
   i. Can do if we get consensus

f. Erin
   i. We are going to need a system regardless because after Nov because
      Ross is leaving us.

g. Gitanjali
   i. Should we bring this up at the next EAB?

h. Neil
   i. I think coordinator should meet and discuss how advising happens in
      different concentrations. We should probably start there.