EAB Agenda
3/18/20
11:00AM-12:PM (On Zoom Only)

Attendees
- Bill Christmas
- Summer Star
- Jennifer Trainor
- Gitanjali Shahani
- Neil Lindeman
- Loretta Stec
- Priya Abeywickrama
- Jenny Lederer
- Robert Kohls
- Geoffrey Green
- Jim Gilligan
- Patricia Macke

1. Instructional Continuity Check-in
   a. Gitanjali
   b. Loretta
      i. Resolutions – SETE Quantitative Score – to get rid of the quantitative and only have the written responses
      ii. RTP – People would have an open to delay a year if they want to
   c. Jim
      i. That RTP should be allow to all probationary faculty for equity
      ii. How will that work with the other SETE resolution?
   d. Loretta
      i. They are two different resolutions. So they would most likely be separate
   e. Jennifer
      i. What is the rationale for including the written but not the numbers?
   f. Gitanjali
      i. The qualitative might support your pedagogy, so it might be helpful to include.
   g. Loretta
      i. The University might want to gain some insight on how students reacted to the remote education.
   h. Summer
      i. SETEs should not be the place we go to for gathering responses on the remote education.
   i. Green
      i. It seems insulting (farcical) that SETEs are still being able to evaluate instructors during this time.
   j. Priya
      i. If the university wants feedback on the remote education aspect, they can go elsewhere, not through SETEs.
k. Gitanjali
   i. It seems wrong to have the instructors be the conduit for gathering this feedback.
   ii. Counsel
       1. What this will mean for facilities – more for other departments
       2. Mail being delivered
       3. Staff are available – feel free to e-mail and communicate

l. Jennifer
   i. Whatever we are assessing in SETEs should not be about remote education – it should be on education in the course.

m. Loretta
   i. The written part would allow instructors to know what worked and what did not work way especially regarding the remote learning.

n. Gitanjali
   i. There are going to be hiccups, so having written feedback may help.
   ii. These challenges are being communicated to the Dean’s Office and then being pushed above them.

o. Green
   i. I want to know how I can give feedback about the admin communication.

p. Gitanjali
   i. I am that outlet. I am taking this feedback to the Dean’s Office and then it goes above from there. Chairs have already spoken to the lack of emotional support in the emails. Feel free to give me any feedback.

q. Loretta
   i. There was almost too much thanking at Senate. Feel free to send feedback to the Provost, etc if so they get that feedback.

r. Gitanjali
   i. Counsel is meeting more than once a week, how should I send those updates out to the department?
       1. Continue with emails
       2. Meet with coordinators
       3. Have a Zoom department meeting

s. Green
   i. Any of the above would work for me.

t. Bill
   i. A centralized e-mail coming from Gitanjali should be fine, but if there is something that you need, feel free to ask.

u. Summer
   i. It might be helpful to have Zoom meetings within programs. I could use a feeling of comradery and support with people who are teaching the same content.

v. Gitanjali
   i. That is happening in different programs. But we can coordinate if it helps.

w. Jennifer
i. We have a slack channel and twice a week webinars. They tend to be informal and supportive. It’s just a chance to get in touch and be there for one another.

x. Jim
   i. I want to support what Summer said. It might be premature to determine now about the end of the semester.

y. Robert
   i. I want to thank Jennifer for the in service days last week. It was very helpful.

z. Jennifer
   i. It really does help.

aa. Gitanjali
   i. For a large program like Lit, we could help facilitate if the desire is there.

bb. Bill
   i. Sounds like a drop in meeting might be a good idea. I might need help.

2. English Department Conference Cancelation
   a. Gitanjali
      i. All decided to cancel the conference. For 895, there are other options for those students.

b. Jenny
   i. Can I get a general sense
   ii. I’m struggling to figure out how to do a remote performances.
   iii. Would recording work?

c. Gitanjali
   i. Some are using Slack, some are using White Paper format
   ii. Something like Weebly.
   iii. Doing anything in a synchronous format might not work at this time.

d. Jenny
   i. Webinar via Zoom work fairly week.

3. Commencement Planning in light of COVID-19
   a. Gitanjali
      i. It seems illogical to have a graduation ceremony at this time.
      ii. We thought on some options to celebrate them.

b. Erin
   i. Different online formats and platforms either blog style or a collection of videos. But I was also thinking more broadly. The problem is bandwidth and archival system. Weebly, Wix, Squarespace, etc. We would have to pay for the websites instead of the free site so that it lasts in perpetuity.

c. Gitanjali
   i. The question is weather the university would support us paying for something off-site.

d. Jim
   i. Does the university have websites like that would give us?

e. Gitanjali
Does it sounds like a good plan?

Priya

- We used to have something like for the MATESOL, but it was password protected.
- How public do we really want it to be?

Jenny

- Our number one priority should be that we get these students graduated, especially for ENG 895 students.

Gitanjali

- We should not be the gate keepers there, we should allow as much leeway to help students do well.

Summer

- Students are really baulking at this word, continuity. There are so many issues that students are dealing with.
- If you want a faculty member to help with the graduation celebration, I volunteer. I have contacts in Squarespace, so I have that.

4. Housing ENG 418

Gitanjali

- Who schedules this now – Lit, COMP, etc. Given that PWR is the writing component in our BA, so should it be PWR to schedule it.

Bill

- Soliday wants to teach this all the time. We have a memo of understanding regarding this course and Soliday. We just need this MOU to be met

Gitanjali

- I’m the one that should be make sure that MOU is met.

Neil

- I can do that. It seems easy enough. If more than Soliday wants it should be available.

Priya

- 418 sounds similar to 670. I’m the one that does 670 even though

Gitanjali

- Even though you are MA coordinator, you schedule the 670 course.

Priya

- Yes, in this case, it should be Mark Roberge.

Gitanjali

- There should be transparency if there is a rotation if there.

Robert

- I would love to add my name to the rotation.

Jennifer

- Is the confusion based on the faculty. Whoever houses it should just reach out to all faculty to teach. We have to figure out that rotation aspect.

Bill

- I think we should think of Mary in both rotations. She is in both pools in both. What is the rationale that Mark should not schedule it?
ii. There seems to be a lot of communication issues, especially for her, but for everyone and we need to make it more transparent. We just have to house it somewhere and that all those that are interested are notified.

l. Jennifer
   i. I can take it back.

m. Neil
   i. I can take it as well. I have less courses to schedule

n. Gitanjali
   i. It is agreeable to have PWR house it/schedule it, and that Neil will reach out to teach it.

5. Coordinator Course Releases
   a. Gitanjali
      i. This will take a backseat now in the Dean’s Office. Not many other departments have this set up, so it up for discussion. But it is not in the forefront of the Dean’s Office mind.

b. Jenny
   i. I have been unsuccessful in getting Linguistics a course release. There is a structural inequity for Linguistics, but I don’t know how to move forward with this request when I’ve been thwarted at every turn.

c. Gitanjali
   i. The Dean’s Office says it depends on numbers of students, so that argument might not work. He has also said that it is more likely that we will lose those rather than gain new ones.

d. Loretta
   i. The senate has been working on faculty loads, so that might be a place to have your voice heard outside of the college.

6. Website updates
   a. Gitanjali
      i. What are our opinions? Add journal publications to the Bookshelf.

b. Jenny
   i. Overall structure is unique relative to other departments.

c. Gitanjali
   i. Through LCA there is no reason to follow the Undergraduate/Graduate breakdown. The reason the page is the way it is, is to show that clarity.

d. Erin
   i. We can only operate with the template that we work under. Jace got so much blowback on how it was before, and now is the other way.

e. Robert
   i. I think it does need to be changed. If we think about our audience, and change for those. We are losing students.

f. Gitanjali
   i. The language should change especially for search engines, but how to do that.

g. Loretta
Isn’t this Anastasia’s specialty?

I think we could create a committee to create the resign to make it semantically correct.

Erin

What shows up on Google depends on how many clicks. Since MA English is a new tab it doesn’t show up on the Google search.

Gitanjali

We can boost links to our website through link via social media.

Neil

For the small committee, we should potentially include students.

Gitanjali

Bridget is working with students on something like this in her classes. I agree that we should included students.

Priya

Did Chris Clark meet about this?

Gitanjali

He did send us data that data. Chris said to do what you can on all your platforms to get traffic to our pages.

Next EAB Meeting Date: (On Zoom Only)