Attendees:
- Gitanjali Shahani, Erin Macke, Jennifer Trainor, Summer Star, Neil Lindeman, Jenny Lederer, Joan Wong, Bill Christmas, Robert Kohls, Priyanvada Abeywickrama, Loretta Stec

1. Department Conference Update
   - Gitanjali – May 1st – same week as Undergraduate Showcase
     - Will continue to be a department conference
     - Jenny will be part of the committee
     - Summer is on the committee
     - Joan is on the committee
     - Erin will be on the committee
     - Other ideas: Salon, Poster showcase…
   - Summer
     - GLA and Literari are starting to merge for the better
   - Gitanjali
     - Hopefully in the future this event can be paid for from a different account
     - Will need to go through Development
   - Summer
     - The date will MOST likely work for both groups
   - Gitanjali
     - GLA helps a lot in the conference, so we should make sure they know of the date
   - Priya
     - It would be good for the committee to talk with MATESOL about funding
     - MATESOL applied for both Fall and Spring
     - MATESOL needs to be involved in planning/running the conference to receive the funds (registration, or other means)
   - Jennifer
     - Dan might want to do something like he did today (Undergrad Showcase?)
   - Summer
     - Might it be helpful to have an undergrad student as part of the committee

2. Commencement Planning
   - Gitanjali
     - It’s a bigger problem than in past years
   - Erin
     - Found out at AOC meeting
Can only be called “Graduation Celebration”
Can not be held at the same day as the official commencement
That leaves us in a hard position to get a good date to hold the event
Wednesday/Thursday is when the convocations happened and finals are happening
The following Monday is memorial day
Because we are so large, we need to be in McKenna plus staging areas
More than likely it will have to be on Saturday

- Gitanjali
  - It’s a big ask to ask faculty to come on a weekend
- Jenny
  - That is also the weekend for Memorial Days
- Erin
  - We aren’t sure on the times of the convocation so we can’t say anything about that now
- Jenny
  - Should we charge this year?
- Bill
  - Shouldn’t we focus on when we might be having it
- Summer
  - Can we do it outdoors?
- Erin
  - There is still a cost for outdoors
- Gitanjali
  - What about the Friday before?
- Erin
  - Finals and productions could still be happening
- Gitanjali
  - Are we being put in the position of not having commencement?
- Erin
  - What is possible and what is not possible?
    - Saturday?
- Gitanjali
  - Saturday is pretty much out
- Priya
  - Can we ask students if they will be here?
- Gitanjali
  - And faculty as well? Staff?
- Erin
  - Aim for Tuesday/Wednesday/Thursday?
  - We need to have 3 options for our preferred dates/times

3. Department Communication
• Gitanjali
  • People are not reading e-mails
  • Erin sent out an e-mail, Ross sent out an e-mail regarding withdrawals, still getting petitions.
  • Why aren’t we reading e-mails?
  • Should we have a digest?
  • EAB meets once a month. Other departments meet weekly. We only have department meetings at the beginning and end of the semester.
  • What is the best way to get information to everyone where the information will get read.

• Summer
  • Something scheduled and regular

• Gitanjali
  • Monday isn’t as effective as Tuesday.

• Jennifer
  • Writing Programs has a weekly newsletter
  • Scan it, with new information at the top

• Gitanjali
  • All the feelgood, fluff should be outward facing

• Priya
  • Most of our stuff is on the website
  • But if we were able to have a running newsletter it might be helpful

• Jennifer
  • Somewhat separate between feel good and important news

• Gitanjali
  • Is that manageable?
  • Let’s let Ross manage that

• Jace
  • Move items on the website

• Gitanjali
  • Sounds good

4. Department Surveys
   • Gitanjali
     • Do we do exit surveys for our grads?
   • Bill
     • Not in Lit
   • Jenny
     • Not in Ling
   • Jennifer
     • Mark might do something
   • Gitanjali
     • Do you think it would be good information to have a good exit survey for BA and MA?
• What would you like to have changed? Etc.
  • Loretta
    • Exit surveys are very helpful for the department review
  • Erin
    • Everyone has to do one for the University but not the department
  • Priya
    • Yeah, they do it for the university but not by department or program
  • Gitanjali
    • Would we be able to have a one-size survey? Or would we
  • Neil
    • There should be a general section and then break it into the concentration.
  • Gitanjali
    • If we start a GDoc on this, would you all be able to contribute?
    • Focus Group was put together with all the concentration
    • Would the additional data be valuable to the programs?
    • Its valuable for me, for space, etc.
  • Summer
    • Space was a big one, professionalization was another big one, internship like ideas.
  • Gitanjali
    • English Ed has 826 Valencia, but no other concentrations have that same thing.
    • Do you think this would help the programs?
  • …silence…
  • Summer
    • The helpfulness of the survey is that it documents the questions
  • Neil
    • What would the general students survey be? When would we send out the survey?
  • Summer
    • It makes most sense to coordinate it so faculty know.
  • Neil
    • New student questions and other as an exit survey
    • It could be connected to a class like the GWAR class at the beginning of the survey
  • Stec
    • I think they would need to be here a little while to know what is working and what is not
  • Bill
    • You can’t count on student taking GWAR in their first semester in the major
    • Does every concentration have a capstone course? If so, that might be the place to administer the exit survey
  • Gitanjali
• Exit survey is the way to go
  • Robert
    • We have a new certificate program in TESOL open to all programs across campus
  • Priya
    • They may not come back to us for the MA, but it will give them better footing for grad work or teaching English abroad
    • We hear about teacher training elsewhere, so we wondered why we weren’t doing the same
  • Robert
    • The courses are courses that already exist, but one newly created course on tutoring
  • Priya
    • We got the okay from LCA
  • Bill
    • Is there any way the certificate requirements would double dip for GE
  • Priya
    • They are able to double dip in the major as elective
  • Jenny
    • Co-req with 426…
  • Gitanjali
    • It is hard to hide requirements
  • Bill
    • Our language didn’t quite work the way we had intended -216/218
    • Had to say GE Area E is our requirement, not the specific courses
  • Priya
    • Foreign language learning experience can be met at a different location
  • Jenny
    • Things do get scrutinized
    • There might be away to “slip” it by them
  • Priya
    • Do we have the yays to go forward?
  • Gitanjali
    • Yes

5. Grants
  • Gitanjali
    • IRA and Equipment grants
    • Let me know so I can put those
  • Jenny
    • How much can it go up to?
  • Erin
    • $10,000
  • Jenny
    • Portable AC
• Gitanjali
  • Would that fall under instruction realated?
• Erin
  • No.
  • But they have put in new AC units in the south-side and the idea is to do the entire building
  • They have to be individual units
• Loretta
  • Adapters
• Erin
  • We can purchase those with department funds
6. Department Meeting
  • Gitanjali
    • Dean Harris will be at our Department Meeting, Dec 13th

Next EAB Meeting Date: December 18th