Department of English Meeting: Friday, August 24, 2018

Attendance: Dwight Atkinson, Sally Benson, Kate Bernheimer, Dev Bose, Susan Briante, Meg Lota Brown, Stephanie Brown, Stacey Cochran, Chris Cokinos, Daniel Cooper Alarcón, Roger Dahood, Sandra Holm, Paul Hurh, Julie Iromuanya, Hayriye Kayi-Aydar, Fred Kiefer, Manya Lempert, Kristin Little, Aimee Mapes, Lee Medovoi, Tom Miller, Susan Miller-Cochran, Manuel Muñoz, Joseph Nardinelli, Tenney Nathanson, Stephanie Pearmain, Cristina Ramirez, Shelley Rodrigo, Jeff Schlueter, Emily Jo Schwaller, Scott Selisker, Nick Smith, Shelley Staples, Chris Tardy, Susan White, Lynda Zwinger

Meeting began at 1:30 pm in ML 411

Approval of 3/30/18 minutes with included addendum from Matthew Abraham

I. **Head’s Report**

A. Thanks to: Lee Medovoi for serving as Department Head; Tenney Nathanson for serving as Graduate Literature Director; Damián Baca for serving as RCTE Director. Welcome to: Celeste O’Brien as the new Program Coordinator for the Prison Project; Cristina Ramirez as the new Program Director of RCTE; Lynda Zwinger as the new Graduate Literature Director; Shelley Staples as our Academic Program Review Chair; Jon Reinhardt as the Parliamentarian; CT Lecturers who are now part of the Voting Membership; and to all those have done much service that may not have an official hat or is not always recognized.

B. Two tenure-track searches confirmed, committees being formed:

   a. Literature of the Long 18th Century

   b. Native American Creative Writing (GIDP hire with American Indian Studies)

C. Allocations for programs increased:

   a. Grad program/WP program speaker budget: $4,000 each
      Operations: $2,500 each

   b. UG program budget increased

   c. Funds coming from online/UTrack revenue
D. Faculty Travel Budgets
   a. Tenured/Continuing Status $2K (same)
   b. Tenure-eligible: $2,300 (up from $2K)
   c. CT Professor: $1,500 (up from $1,200)
   d. CT Lecturer (now voting eligible) $500 (new)
   e. Funds coming from summer session revenue

E. Highlights from Departmental Retreat on Friday, August 18
   a. Summary of responses to SWOT analysis handed out in raw form. At next meeting, we’ll devote time to discussion.
   b. One significant request was to provide active shooter training for faculty and staff.
      i. We will host an Active Shooter Training session with UAPD, tentatively scheduled for September.
      ii. Request to check classroom doors; inward opening can be made safer with simple door wedges—Dept will provide.
      iii. Sign up for UA Alert.

F. Aurelie’s goals for the Department this year:
   a. To create a departmental culture based on respect and fellowship.
      i. Some initiatives that will help: opportunities to share and publicize work; creation of a Departmental newsletter; more social events; website upgrade (short and long term); Diversity & Inclusion resources – draw from efforts of CW, EGU, WP, SBS and University; Affinity groups / English Studies in Action (see retreat materials).
   b. To create efficient and clear departmental communications with regard to policies, resource allocation, and relationship between programs.
i. In progress: faculty page upgrade; dissemination of policies on tech, graders, more; Annual Performance Review process upgrade—dovetail with Academic Program Review. Aurelie requests that you tell her what areas are unclear and/or need clarification.

c. To create a unified departmental identity.

i. To this end, we’ll be creating a vision statement, mission statement for APR; retreat discussion to come at next meeting (9/28); discussion of new major and minor to emerge from shared priorities. How to fit into institutional priorities, to address HSI designation?

G: Service: It is essential and is making our department strong. Thank you to those who are doing it. We need to do a better job recognizing this work.

II. Academic Program Review – Shelley Staples

A. Self-Study Committee

a. We had a meeting in April where we discussed the self-study committee nominations. We agreed that PD chairs would automatically be on the committee, and discussed how to include CT faculty and unaffiliated faculty. We agreed to be aware of representation on sub-committees, and to have open meetings. That way, if you are interested in joining a meeting, you are welcome, rather than making it a requirement.

B. Please mark the Site Visit dates on your calendar –March 18 & 19, 2019

a. A list of all nominees was sent to the Dean’s office. Most were approved, but we still need new names for internal UA and the community. Our draft list of nominees was shared and there was discussion and input about new ideas. [Names listed on white board and then erased; not included in minutes.) Process reviewed: first approval from the Dean’s office and then Senior Vice Provost for Academic Affairs, Gail Burd.

b. Shelley mentioned the need to determine 5 peer institutions. She added that the Self-Study Committee will gather ideas from various sources. Shelley stated that if you have ideas, our first meeting is September 6th—we still need to form sub-committees. Ad hoc
committees for APR are appointed by the Head in consultation with Council.

c. Monica Vega has provided PDs with program data from analytics. For the Student Outcomes Assessment Committee, OIA is providing data and support. For academic outreach, we want to make sure that each program is involved.

d. Shelley noted that we’re thinking about adding the Graduate Curricular Committee to focus on how we are already working together well and how we can work better together, how we can involve unaffiliated faculty and how we can be more inclusive overall.

e. There was discussion about a staff committee, and it was further noted that staff can articulate their own vision, their own needs. It was mentioned that the morale of the staff is important, and that they need to have a voice.

f. There was further discussion about peer institutions.

g. Shelley invited anyone interested in serving on committees to let her know and reminded folks that meetings will be open.

III. Program Reports

A. English Applied Linguistics

a. Shelley Staples recognized Hayriye Kayi-Aydar for publishing her book; Jon Reinhardt was elected to CALICO; Dwight Atkinson published an article; Chris Tardy gave a plenary talk in Oslo, Norway; Shelley Staples received a Title VI Education Grant through CERCLL for the MACAWS project (Multilingual Academic Corpus of Assignments—Writing and Speech).

B. Creative Writing

a. Manuel Muñoz mentioned the Field Studies Program in Grand Manan, Canada and Southwest—thanked Alison Deming and Susan Briante; New MFA class had 450 applications...currently have 2 international students and 9 of the 12 are women; Young AZ Writers Workshop over the summer was a success; CW provided 6 full scholarships for local high school students; thanks to Farid Matuk who will be teaching a CW pedagogy course for the first time; Manuel
Muñoz is taking over the directing of the Prose Series; Chris Cokinos talked about the conference he is organizing and his plans for including it on our department website.

C. Rhetoric Composition and the Teaching of English

a. Cristina Ramirez welcomed Aimee Mapes into the RCTE Program; Cristina organized 687 books for the RCTE library and encouraged folks to stop by and check them out; RCTE is planning a field trip this fall to Nogales.

D. Literature

a. Lynda Zwinger noted that a newsletter from Lit will share what folks are working on; Lynda mentioned the Accelerated Masters and how it is integrated across campus; Job Colloquium and working closely with Graduate College and Graduate Center on how best to equally serve folks who are not interested in seeking employment in academic spaces (also known as Alternative Career Pathways); Lynda also noted that Lit is working with the Undergraduate Program to build out and bridge teaching skills to undergraduates.

E. Professional and Technical Writing

a. Ann Shivers-McNair noted that at the next department meeting, she will give a presentation on the PTW Major; Ann also reported that the PTW certificate will now have 10 folks completing it by the end of the calendar year.

F. Undergraduate Program

a. Paul mentioned how surveys from the past generally spoke about English majors as “developing a life philosophy” and “getting a job” was low priority—now that’s flipped, as 70% want a job and 30% are focused on the life philosophy; Paul noted that historically black colleges and universities are still saying that “developing a life philosophy” is a major goal of going to college.

b. Paul noted that he wants to focus on making our majors be the best majors possible; he said that we have great students, great faculty and if we work together, we can accomplish a lot in the UG program; furthermore, Paul noted that if you want to add items to the UG newsletter, please send to him; Paul also urged faculty to check in with students who they wrote recommendation letters for so that we
can collect the info on what students are doing; Paul noted that it’s one thing to look at statistics but it’s another thing to show actual students and their jobs they received from being English majors; Paul noted that we have more internships than ever before, over 50.

c. Paul mentioned that we are going to be focusing on improving the quality of our majors through new courses, new training, and new degree programs. The two new degree programs being introduced are a major in Professional and Technical Writing and a minor in Global Englishes. We also have several new courses being proposed: "Grammar and Editing in Context," "African Anglophone Literature," "Asian Anglophone Literature," "Ambassadorship in Asian American Literature," "Contemporary Literature and Digital Media," "Sound and Literature," "Career and Professional Development for English Majors," "Television Script Analysis, Structure, and Writing".

d. Paul noted that we are also focusing on creating a community within our majors. We will be doing this through social events held in the fall and spring. There is a new student club for Creative Writing students as well.

e. Paul stated that we are also focusing on reversing the narrative about the job prospects for English and Creative Writing majors. We are spotlighting successful recent alumni who have gone on to careers in a variety of fields. If you know any alumni who might be willing to share their story with us, please contact them or put them in contact with Paul who can send them a survey with the incentive of a free English tote bag. We are also making departmental t-shirts.

IV. Discussion / Council Nominations

a. Minutes from last meeting approved.

b. We held “caucus style” nominations for the following programs / ranks: English Applied Linguistics, Creative Writing, Literature, Rhetoric Composition and the Teaching of English, Full Professor, Career-Track Lecturer. Aurelie will confirm Council nominations and report to the Department when Council for this semester is finalized.

The meeting was adjourned at 3:30pm.