

## **MINUTES**

### **English Department Meeting**

**Thursday, January 15, 2004**

Presiding: M. McCay

Attending: K. Adams R. Bell J. Biguenet T. Cotton K. Ford R. Foust  
A. MacDonald R. McGowan P. McCormack J. Shimek P. Swartzfager

Absent: V. Adams C. Chambers J. Chan P. Egejuru B. Ewell F. Felterman  
A. Frey A. Lala M. McKay J. Mosier P. Richards M. Smith P.  
Swartzfager M. Waguespack K. Wilson

[Students in attendance: None]

## **I. MINUTES**

Unanimous approval of minutes from the December 4, 2003 meeting.

## **II. ANNOUNCEMENTS**

A. M. McCay stated that she needed volunteers to work at the President's Open House on Saturday, March 27, 2004.

B. J. Biguenet related that internships were still available.

## **III. REPORTS**

A. K. Adams commented on the Loyola Intensive English Program (LIEP). She stated that the University wanted to gear LIEP more towards Loyola students. She related that some students have gotten into 122 classes without taking placement exams. She asked that if students arrive late into a semester, particularly those with a "999" social security number, to please check with her about their placement. M. McCay mentioned that LIEP is currently under the direction of the English department, which is continuing to restructure the program.

B. M. McCay discussed the topics addressed at the Council of Chairs meeting held on January 8. She related that course proposals would no longer be accepted via hard copy. The new procedure is to send an electronic and hard copy of the course proposal to M. McCay, then an electronic copy to T. Smith. Another item covered at the meeting was progress on rewriting Department protocols, which the English department is actively doing. M. McCay reported that all course releases would now be issued on a competitive basis.

C. J. Biguenet talked about FERPA guidelines for student letters of recommendation. He handed out a recommendation letter request form formulated along the FERPA guidelines. M. McCay suggested that faculty members look over the handout which will be discussed at the next department

meeting. After discussion, she proposed that the form be posted on the English department's web page.

#### **IV. NEW BUSINESS**

**A.** M. McCay asked for a volunteer to coordinate the Annual Fund drive; K. Ford volunteered.

**B.** J. Biguenet reminded faculty members of the President's Convocation on Friday, January 16.

**C.** P. Swartzfager stated that she would write a letter of complaint to the Loyola Bookstore on behalf of herself and any other faculty members who have not received their textbooks on time or at all. K. Ford mentioned that she orders her books through the Maple Street Bookstore, which has proven to be an effective alternative.

**D.** K. Ford announced that she was creating a poetry bulletin board on the third floor of Bobet and said that she may solicit faculty members for their favorite poems.

**E.** J. Biguenet related that C. Chambers and students are putting together a creative writing web site.

**F.** M. McCay said that evaluations have been handed back to all faculty members.

**Meeting adjourned at 1:35 PM.**