

## **MINUTES**

### **English Department Meeting**

**Thursday, March 4, 2004**

**Presiding:** M. McCay

**Attending:** K. Adams V. Adams R. Bell J. Biguenet T. Cotton K. Ford R. Foust  
A. Frey A. Lala A. MacDonald M. McCay P. McCormack R. McGowan  
M. McKay J. Shimek P. Swartzfager M. Waguespack

**Absent:** J. Chan P. Egejuru J. Emmons B. Ewell F. Felterman M. Lane J. Mosier  
P. Richards K. Wilson

[Students in attendance: None]

#### **I. Minutes:**

Unanimous approval of minutes from the February 4, 2004 meeting.

#### **II. Meeting Summary:**

M. McCay reported on the Council of Chairs meeting. The primary topic discussed was how the departments themselves are generating SACS reports this year. Present faculty members went over a Council of Chairs' handout entitled "Departmental Assessment of Student Learning within the Context of SACS". All of the English department's activities will now be on the department's website. M. McCay requested that all faculty members look at the English department's website to ascertain what additional information needs to be added. The English department's self-assessment for SACS needs to be completed by the end of Spring 2004. To aid in this process, the English department's current goals, objectives and mission will be posted on Blackboard. Paper copies of former and current goals and assessments for the English department are available in a binder in the English department office. During the April meeting of the English department faculty, discussion will continue about the goals of SACS and the English department.

K. Adams related that the book "Savage Inequalities" would be used for Fall 2004 freshman orientation. She suggested that English professors might want to use all or part of the book in their classes this fall.

J. Biguenet moved that the minutes of the meeting be summarized from this meeting forward; the motion was unanimously approved.

**Time adjourned: 1:37 PM**