

English Department Meeting
April 2, 2004

The minutes for the 4 March 2004 department meeting were accepted unanimously.

The department agreed to accept John Biguenet's recommendation for the process for students to obtain letters of recommendation from English department professors. The appropriate form will be posted on the web page under resources for students. Students should print the form and follow instructions.

Assessment:

1. Kate Adams brought the Freshman English goals and assessment document to the department. It was accepted for publication on the English department intranet.
2. John Biguenet brought the Writing major goals and assessment document to the department. It was accepted for publication on the English department intranet.
3. Mary McCay brought the Literature major goals and assessment document to the department. It was accepted for publication on the English department intranet.

Jennifer Shimek suggested that we tie our department goals to the new University goals statement. The department agreed to do so.

Discussion followed about manner of assessment, and the department decided on a selection of the following:

1. pre and post tests for Freshman English classes
2. portfolio assessment
3. student evaluations
4. focus groups
5. computer surveys
6. Senior exit interviews (computer generated)
7. Random selection of papers, quizzes, tests, and finals from selected classes each year
8. GRE scores
9. Honors Theses
10. Internship assessment letters

There was also discussion of possible blackboard portfolios, but the department will have to check privacy issues.

The chair asked that each person look at the appropriate goals statements and list courses that fulfill, to one degree or another, any of the goals listed. The number of the course should be put by the goal and the statements returned to the chair before April 30.