

English Department Meeting  
May 6, 2004

Presiding: Mary A. McCay

Attending: Mary Waguespack, Joanna Krawczyk (student rep.), Katie Ford, Vick Adams, Robert Bell, Ray McGowan, Chris Chambers, Andrew Macdonald, Kate Adams, Anne Frey, Jennifer Shimek, John Biguenet, Tony Lala, Ted Cotton, Paulette Swartzfager.

Minutes for 2 April 2004 department meeting approved unanimously.

Announcements:

- Anne Frey announced that library funds were still available and should be used by June 30.
- Mary McCay asked that faculty members who did English Honors theses please report the status of the grade: Honors in English or no Honors.
- Faculty Development Grants and Grants and Leaves proposals are due to the Chair by August 20, 2004.
- The department movie, Troy, is on Friday, May 14. People who want tickets need to let Mary McCay know.

Reports:

- Council of Chairs report: Since C of C was all about assessment, Mary McCay folded the report into the work on assessment the department is doing.
- Senate: No senate report.

Business:

- The department discussed different assessment procedures for literature and writing. Faculty will mark Goals and Assessment sheets by May 20, so the Chair can work on the Assessment Matrixes for literature and writing. The Director of Freshman English discussed Brown Bag work on assessment and Kate Adams will ask for funds to pay people who do holistic grading. Melanie McKay reported that she is coordinating WAC assessment with Freshman English assessment. She is also working with the psychology department on assessing the progress psych freshman make in their writing.
- The Chair thanked the department for the all the work people had done during the year.

Meeting adjourned at 11:20.