

## Minutes December 3, 2004 Department Meeting

Presiding: Mary A. McCay

Attending: Kate Adams, Robert Bell, John Biguenet, Christopher Chambers, Ted Cotton, Katie Ford, Dale Hrebik, Andrew Macdonald, Melanie McKay, John Sebastian, Marcus Smith.

Student Representative: Joanna Krawczyk

On Leave/Sabbatical: Phaniel Egejuru, David Estes, and Anne Frey

Minutes for November 11, 2004, department meeting were approved unanimously.

### Announcements:

Katie Ford announced the outcome of the United Way fund. There is still time to contribute before the close of the drive on December 10.

Kate Adams discussed pre and post-testing for ENGL T125 in the spring. We will read 10% of the pre and post-tests. Readers will be paid.

Mary McCay announced dates for dept. meetings in the spring:

Dept. Meetings:	January 13, 2005
	February 3, 2005
	March 3, 2005
	April 7, 2005
	May 5, 2005

Tenured Meetings:	Jan. 14
	Feb. 4
	March 4
	April 8
	May 6

Please put these dates on your calendars.

Mary McCay reported that Joanna Krawczyk will call English Freshman who did not return for Sophomore year. There were three students. She will call them over Christmas break.

Reports on Progress on five-year plans for In-depth review.

1. Mary McCay reported on yearly salary increases for full and part-time extraordinary faculty. She discussed strategies and long-range tactics.
2. John Sebastian reported on Goal 2: Reevaluate faculty teaching loads, travel funds, teaching assistants, and faculty development to achieve greater national

prominence for Loyola. He outlined Objectives, strategies, and long-range plans.

3. John Biguenet reported on Goal 3: Hiring a new full-time faculty member for the writing concentration.
4. Ted Cotton brought several questions to the department for considering reevaluation of the Honors in English program.
5. Andrew Macdonald discussed the possibility of meetings with alumni to help students with graduates school applications and work experience.
6. Chris Chambers and Katie Ford reported on their progress to develop a reading series for the department. We will send a proposal to Chris Wiseman to help fund the series.

The meeting adjourned at 4:30.