

Presiding: Mary McCay

Attending: Mary Waguespack, Ron Foust, Jennifer Shimek, Andrew Macdonad, Chris Chambers, Katie Ford, John Sebastian, Kate Adams, Ray McGowan, Melanie McKay, Ted cotton, John Biguenet.

Minutes for October meeting were amended to include the approval of John Sebastian's Common Curriculum course on The Vikings. That course has since been approved by the Common Curriculum and the University Curriculum committees. It will be offered in spring 2006. Minutes were approved as amended.

Announcements:

- ❖ Katie Ford will give a reading at NOCCA Riverfront on November 18, 2004. Admission is free.
- ❖ The English Dept. Brown Bag meeting will take place on Tuesday, November 16, at 12:30 in Seminar Rm. I in the library. Lunch will be served, and the group will discuss evaluation.
- ❖ Chris Chambers and Andrew Macdonald attended the Louisiana Book Fair. They found it a very enriching event and suggested ways to get students to attend next year.
- ❖ Chris Chambers announced that a story published in the *New Orleans Review* was reprinted in *New Stories from the American South*.
- ❖ The English department Protocol "Yearly Assessment for Salary Increases" will go forward to the committee for approval.

Planning:

The department decided on five goals to achieve over the next five years. They are:

1. Achieve a regular system for yearly raises for extraordinary full and part-time faculty. This is the department's top priority. Kate Adams and Mary McCay will write up and continue to work on this goal and on strategies for success.
2. Reevaluate faculty teaching loads, travel funds, teaching assistants, and faculty development to achieve greater national prominence. John Sebastian and Marcus Smith will work on writing up how to achieve this goal.
3. Hire at least one more full-time writing faculty member for the department. John Biguenet will investigate and write up this goal.
4. Reevaluate Honors in English, including teaching honors courses, thesis work, and possible capstone experiences. Ted Cotton will work on this goal.

5. Improve advising and pre-professional careers for our students and evaluate retentions rates. Andrew Macdonald and Paulette Richards will be responsible for this goal.
6. Plan and get funding for a Reading Series for the department. Chris Chambers and Katie Ford will investigate and write up this goal.

Each team listed above will be responsible for:

1. Justifying the goal in relation to university and college mission goals, including objectives for quality enhancement geared towards continuous improvement.
2. Noting short-term tactics, long-term strategies, action plans, and persons responsible for working on the goal.
3. Discussing what resources will be needed to achieve each objective.

These reports must be completed by December 10. They may be sent as word attachment to the Chair.

Meeting adjourned at 1:25.