

# English / EAP Cluster Meeting

## MINUTES

JANUARY 5, 2017

1:00 PM

MELBOURNE CAMPUS

MEETING CALLED BY	CJ Baker-Schverak, Cluster Chair
TYPE OF MEETING	Semester Cluster Meeting
FACILITATOR	CJ Baker-Schverak
NOTE TAKER	Andrew Lieb
TIMEKEEPER	
ATTENDEES	CJ Baker-Schverak, Tony Akers, Rachel Johnson, Andrew Lieb, Melanie Karsak, Mark McBride, Kathy Patria, Warren Jones, Janna Schledorn, Lisa Yarnell, Rita Kronis, Carol Harvest, Wendy McLallen, John Valliere, Maureen Groome, Brian Maxwell, Carolyn VanBergen-Rylander, Cheryl Renee, Sharon Cronk-Raby, Karen Cuda, Philip Simpson, Susan Houts

- I. Call to Order/ Roll Call Attendance
- II. Welcome and Introduction of New Faculty
  - a. Rachel Johnson, a long-time adjunct for the Palm Bay campus was recently hired to a full time tenure-track position.
- III. Administrative Liason: Dr. Phillip Simpson:
  - a. Dr. Phillip Simpson, the Provost of the Titusville campus, has been assigned as the Admin. Liason to the English/EAP cluster. Phillip was formerly an English Professor for the College and served as a Department Chair on the Palm Bay campus.
  - b. Dr. Simpson stated that he wants to get a global picture of any issues the Cluster has identified and try to find ways that the Administration can assist with or support finding solutions to those issues.
- IV. Common Read: Susan Houts
  - a. Susan Houts, Associate Professor of Communications, described the *Jungle Book* Common Read program that she is hoping to pilot beginning in the Fall of 2017. It is in the process of being added at a CTE Project for MCC purposes. She is seeking campus leaders for each of the four campuses to help run the pilot on their home campus. She distributed a handout and asked any interested party to contact her.
- V. *Promethean* Literary Journal: Carol Harvest
  - a. The first issue of the magazine is in the final copy editing stage, which is slightly behind but should hopefully be finished by Monday. The Feb. 1<sup>st</sup> print deadline will have to be moved back because of an issue with the original copy editor, but the deadline shouldn't have to be moved back much.
  - b. There are enough submissions to put together a mini issue, and then hopefully become an annual publication after the mini issue is published.
- VI. Call for Nominations: Term Dates Aug. 2017 – May 2019
  - a. The following positions within the Cluster will be open to nominations: Cluster Chair, Alternative Cluster Chair, AAC Representative, AAC Alternative Representative, and Cluster Secretary.
  - b. There will be a request for self-nominations during the Spring 2017 term.
  - c. A brief conversation ensued going over the responsibilities of the various positions.
  - d. CJ Baker-Schverak will create a discussion board in the Cluster Canvas Shell for each position with a job description. Interested candidates should post a reply to the appropriate discussion board with a candidate statement of interest.
- VII. Cluster Chair Meeting Update:

- a. CJ Baker-Schverak gave an update regarding the Textbook Affordability Act and the resulting paperwork that has followed.
    - i. Carol Anne Harvest asked what is the College's (and the Cluster's) stance regarding open resources in lieu of using the standard *A Writer's Reference* text. A discussion followed where it was asked if that text is considered mandatory. Dr. Simpson stated that he would get additional information and get back to us with the College's position.
    - ii. It is important to be able to justify any text that is used for a class and understand that a request for justification may happen when the cost analysis is done (which will happen every semester).
- VIII. Assessment: Karen Cuda:
- a. The College requested each cluster to work through a series of questions regarding current assessment procedures and data.
  - b. Karen Cuda explained the process and facilitated a discussion about assessment.
  - c. Cluster responses were created to answer the College's questions.
- IX. AWR/Launchpad:
- a. Launchpad standalone is available per Rachel Costa
  - b. There is a free 21 day trial available
- X. Curriculum Update:
- a. LIT 2100 and CRW 2001 were both approved by the State DOE.
  - b. CRW 2002 – additional discussion is needed per Revision Team Leader Mark McBride.
  - c. LIT 2300 – revision has been moved to next term/cycle
- XI. Honors Program Competencies:
- a. Maureen Groome and CJ Baker-Schverak suggested the creation of an Honors Program template for honor specific competencies. This would assist in the creation of new Honors courses/curriculum. They will be working over the course of the next semester to create these and are asking for any interested parties to please contact them.
  - b. They are hoping to have updated templates for ENC 1101 and ENC 1102 for Cluster review.
- XII. Curriculum Review: 3 Year Plan Update:
- a. The 3 Year Plan was reviewed and updated. Nearly all of the English/EAP Cluster courses have been reviewed and updated, or are on track to be updated.
- XIII. AAC Update: Andrew Lieb
- a. The new request form for texts and supplemental materials (Ed Tech Approval form) has been created and is a work in progress. It is intended to become an electronic submission to simplify the procedure. Any new instructional material that has not been previously approved needs to go through this process. This includes programs/materials that can be added to Canvas as an LTI.
  - b. AAC has been facilitating the creation of handbooks/guidebooks for many different positions throughout the College, including Department Chairs, Administrative Assistant, and Lab Manuals. These should be finalized soon and made available for faculty review.
  - c. Maureen Groome asked a question about exporting Canvas grades/attendance and noted that Scott Herber, the AAC Chair, was listed on the request for information. Is there a requirement for grade or attendance exportation to hand in? Andrew Lieb stated that he wasn't aware of a blanket policy for the College but that he would look into the request Maureen received and report back any information.
- XIV. Course Review:
- a. CRW 2002 – in progress

- b. ENC 1101/1102 Honors – in progress
- c. CRW 2001 Honors – to be tentatively addressed in Spring 2018
- d. LIT 2300 – to be tentatively addressed in Spring 2018, along with LIT 2300 Honors
- e. LIT 1000 Honors – Wendy McLallen and Andrew Lieb have volunteered to add the honors program component to this course and a tentative completion date of Fall 2017.

XV. Minutes from Previous Cluster Meeting

- a. Tony Akers motioned to approve the minutes from the previous meeting as amended.
- b. Melanie Karsak seconded the motion
- c. Discussion was called and closed
- d. Motion Carried

XVI. Open Business:

- a. Literacy Project – Sharon Cronk-Raby stated that EFSC has partnered with Querlized to help create modules for writing research papers. This would include videos and other materials.
  - i. A discussion followed that included examining the ways this could help adjuncts or full time faculty in the classroom. This is a state funded project and EFSC is the first college to be selected to do this. The current team is Vice President Richard Laird, Vice President Linda Miedema, Maureen Groome, Ashley Olund, Jessica Cerny, and Sharon Cronk-Raby. Interested parties should contact a committee member about getting involved.

XVII. Adjournment