SFSU English Department Meeting
MINUTES
Tuesday, December 18th
12:30 – 1:30, HUM 485

In attendance: Abeywickrama, P; Chan, E; Cirina, L; De Guzman, K; Gelms, B; Gilligan, J; Goen-Salter, S; Goorjian, J; Green, G; Hackenberg, S; Klironomos, M; Kohls, R; Lederer, J; Lockhart, T; Losinsky, C; Lugo, T; Macke, E; Morris, P; Mylander, J; Olsher, D; Quinn-Friel, K; Roberge, M; Santos, M; Schoerke, M; Schulte, J; Sciacqua, T; Shahani, G; Shick, C; Smirnova, A; Sommer, S; Star, S; Trainor, J.

i. Approval of Agenda
   a. A motion was made on the floor, seconded, and approved

ii. Eng 218 (Area E for English Majors)
   a. 2 new versions of Area E
   b. ENG now has 3 courses and all have been approved: 216 (previously 214), 217 (CMS), and 218 (English Majors)
   c. There is money to fund faculty development for these courses
      i. Two retreats where we workshop these courses
      ii. Please check your email!!
   d. New courses are Launching FA 2019

iii. Tenure Track Search
   a. Thank you to the search committee!
   b. 12 interviews have already happened and it has been a tough decision because there are so many amazing applicants
   c. Campus visits will be FEB 1st 11th, and 15th
      i. Lunches will be provided by the department
      ii. We hope to see you all there to showcase our wonderful department!

iv. New Registration Calendar
   a. The registration will not close until Jan 11th and then opens again on the 19th
   b. Please keep track of your enrollments – it makes it much easier on us
      i. Contact your coordinator if you are nervous about your enrollments
   c. Classes begin on the 28th

v. Room availability
a. There are no rooms available on campus so it will be nearly impossible to switch
   i. DO NOT OVER ENROLL YOUR CLASSES!!

vi. New Travel Procedures
   a. All on-line now
   b. More info to come in January after college AOC meeting (Look out for an email from Erin about this)

vii. Department Chair
   a. Congratulations to Gitanjali Shahani who will be the next chair
   b. Thank you also to Larry Hanley for being willing to serve in that capacity

viii. IRE proposals are due on February 1st
   a. Cannot be less than $1,000
   b. Let Sugie know if you have any ideas or suggestions
   c. We are proposing a new multi-use printer in a printing hub for our department
      i. Printers are no longer supported by AT and the department cannot continue to purchase printers and toner for each office
      ii. These new printers will be networked so you can print from your office and pick up in the printing hub

ix. Syllabus Audit
   a. 23 syllabi did not get turned in (roughly 7%)
      i. 21 of these were from tenure-track faculty
   b. Of the syllabi we did receive, 57% were compliant
      i. If your course is GE, you need to include the SLOs for that area of GE including the SF State Studies SLOs
      ii. A link to all GE SLOs can be found here
         1. https://ueap.sfsu.edu/bacc-reqs/ge-slos

x. BA and MA are going live in Fall 2019!!
   a. Next semester we need to talk to all of our students about what this means for them
   b. Incoming students also need to be communicated with
   c. Let’s do this at the showcases!
      i. Graduate preview – Feb 21st (LCA only) 3:00 – 6:00
      ii. Sneak preview – April 6th

xi. Next Department Meeting – Friday, January 25th, 12-1:30pm