EAB Agenda
Monday, Nov 5, 2018
12:45-1:45 pm


Old Business
  • TA funding update
    o We can in fact offer credit for students to be TAs. We need to have two separate job descriptions that are distinct from each other. The students receiving credit cannot do things covered under the description of and ISA.
    o The three units our students receive, they must be able to count those units toward their degree
  
  • GTA funding pilot
    o The university is funding a tuition remission program for GTAs and English has been selected to pilot this program.
    o Students who GTA will have some relief in tuition as well as paid their salary
    o We have a proposal due to the University by Dec. 1st.
    o We can funds 15 GTAs this way which will be attractive to our students and we will begin advertising this soon

New Business
  • Department Budget
    o Somewhere in the neighborhood of $23,000-30,000 a year to run the department
      o Big Ticket Items
        ▪ Memberships to professional programs (English Council, MLA)
        ▪ Commencement - $3,500
        ▪ English Department Conference – $2,000
        ▪ Food for Department Meetings - $1,000
        ▪ Printer/Toner Replacement - $3,000
        ▪ General Office Supplies - $2,000
        ▪ Faculty Search - $1,000+
    o Every year there is some unexpected expense that comes to a couple thousand dollars
    o Minor Expenses
      ▪ Guest Speakers (Curtis White)
      ▪ Guest Speakers in classrooms
      ▪ Helping with faculty travel
      ▪ Faculty development
      ▪ Honoraria
      ▪ All this totals about $4,000 - $5,000
    o This does not include
- Repair to faculty equipment
- Purchase of new equipment for the department
- Un-official travel
- Various reimbursements that happen throughout the year
- Various honoraria that get paid throughout the year
  - Why this is important
    - The two main accounts we use to pay for these items are not replenishing themselves anymore
      - Fog City – book royalties
      - CEL Money that comes from Early Start English
        - Because of the new Executive Orders, the amount of students taking Early Start is drastically low
        - Additionally, the New Dean of CEL is keeping more of the funds in order to dig CEL out of a hole.
    - Please be thinking of creative ways to save and bring in funds
    - SGS – Turning the GTA office into a lecturer hub is one way to start thinking about things.

- Proposal for instructionally Related Equipment
  - SGS – We should have networked printers for the department to offset the cost of printers and toner. Continuously purchasing the new printers is not sustainable
  - Think about any equipment you think would be good for the department to ask for when these requests come.

- Dickens Universe
  - $1,800 membership and $1,750 for a faculty member and grad student room and board for the week
  - Sara and Summer have agreed to fund Dickens Universe from the INCS Conference fund which they earned separate of the department
    - They have about 1-2 years of funds available to them
    - They also plan to use their travel money and have the student apply for funding as well
    - For future years, they will be looking into fundraising opportunities

- Enrollment update
  - Our enrollments are up
    - Could be up because the University found a better way to count but either way, they are up.
  - These are good indications that our efforts are working. We still need to do better at graduation them. However, our advising efforts are clearly working
  - There are also early warning systems that other CSUs utilize. This is built into CS an will alert you if you have a student in academic jeopardy.

Reminder: Final Fall Meeting December 17th