EAB Agenda
9/18/19
11:00AM-12:PM

1. Grant Applications
   Student Success in the Majors Grant
   https://ueap.sfsu.edu/Student-Success-in-the-Majors
   Extraordinary Ideas Grant
   https://sfsu.co1.qualtrics.com/jfe/form/SV_0MlOJOdA3QvHtmR

   - Student Success in the Major Grant – October 8th
     - Creating Multi-disciplinary minors.
     - Requirements – at least 2 faculty from 2 difference departments
     - TESOL person – Olsher and Modern Languages and Literature are working on their certificate
     - Money could go to many things
     - Any other certificates underway?
       - Area E – Possible collaboration with CMS and Metro
       - ENG 300 – Graphic Memoirs (Nick Susant)
         - Jim Gilligan or 3+ lecturers?
         - Something we may want to pursue

   **ACTION ITEMS:**
   - Jennifer and Priya will follow up with Metro on a possible collaboration for this grant.
   - Priya and David will discuss possibility for TESOL certificate and follow up with MLL.
   - Jim will check on offering ENG 300, so that we have a presence in the Comic Studies minor

2. Marcus Grant – October 14th deadline
   - Professional Development
   - Extraordinary Ideas!
   - Jenny – Speakers for Linguistic Students, Storytelling
     - Panel – similar to what the department hosted last year
       - Creative Writing, MLL, etc could be possible collaborating departments
   - Can apply multiple times so any and all ideas are welcome

   **ACTION ITEMS:**
   - Jenny will work on proposal and gauge interest from Communications or other departments for collaboration.

3. Seventh Cycle Review
   http://senate.sfsu.edu/policy/guidelines-seventh-cycle-academic-program-review-0
• 7th Cycle Review
  o Many other departments completed this already
  o Was delayed because of the executive orders
  o We have been granted an extra year
  o Will Start Fall 2020
    ▪ Should have reports already ready for the external reviewers, so good to start this year
  o Teagle – ad hoc assessment committee with coordinators plus others
    ▪ Do we need to create a new committee for this?
    ▪ Should be coordinators?
    ▪ External review for each concentration
    ▪ Do we have a budget for this? Where is it, when do we know about it?
    ▪ What can this do for us? Express our needs in the report Do we have a template for this cycle?

ACTION ITEMS:
• All coordinators will recruit faculty from their concentrations for an ad hoc committee to help with 7th Cycle review process
• Gitanjali will check on our budget for external reviewers.

3. Program Assessment
   [https://ueap.sfsu.edu/content/acaplan/assessment/annual-assessment](https://ueap.sfsu.edu/content/acaplan/assessment/annual-assessment)
   • Mission Statement (Completed for BA & MA)
   • Program Learning Goals (Completed for BA / Pending for MA)
   • Curriculum Map (Completed for BA / Pending for MA)
   • Assessment of Program Learning Goals (Pending for BA and MA)
   • Closing the Loop (Pending for BA and MA)

   o Program Assessment
     • Provost meeting tomorrow 9/19/19
     • Has templates and forms to fill out
     • Does the Major only have to go through this? Are writing programs included?
     • Link in Agenda (Above) to more details
     • Bylaws saw the ECC is the one that does this – should we go with ECC or have the ad hoc committee doing 7th cycle review take this on?
       • Seems like majority want ECC (program coordinators are ex-officio already) to handle this assessment
     • One PLO should suffice, we do not need to review multiple
     • Capstone courses could be a good thing to include
     • Who is in charge? What are the goals?
       • According to Lori Beth, these assessments will be read by the Provost. There is a meeting tomorrow and Lori Beth
made a presentation at the Chair’s retreat earlier this semester

**ACTION ITEMS**
- Gitanjali will update ECC about annual program assessment
- Gitanjali will seek clarifications from Jane Dewitt about which programs are assessed.

4. Sabbatical Applications
   a. Now using DocuSign to apply
   b. What is the Social Justice aspect of this application? We hear this about English projects and since we are a social justice campus, sabbatical applications should be able to answer that question
   c. GG – Expresses concern that the weighting of criteria and move to DocuSign is straying further and further away from the faculty contract

**ACTION ITEMS:**
- Erin will let faculty know that EAB is willing to read and offer advice on sabbatical applications before they are due

5. Faculty Questions and Concerns for EAB
   a. Anastasia will create a survey to send out regarding strategic planning direction for our department

**ACTION ITEMS**
- All EAB members will let us know about any future agenda items
- Gitanjali will meet with Anastasia about department survey.

**Next EAB Meeting Date:** Wednesday, October 16th