EAB Agenda
10/16/19
11:00AM-12:PM

Attendees:
- Erin Macke, Lyn Motai, Jenny Lederer, Robert Kohls, Bill Christmas, Jim Gilligan, Priya Abeywickrama, Joan Wong, Geoffrey Green, Neil Lindeman, Loretta Stec, Jennifer Trainor, Gitanjali Shahani


1. Assessment Update
   a. Gitanjali –
      i. Seven Cycle Review
         1. Not late – Start Dec 4th
         2. Self Study in Fall 2020
         3. Two year process
         4. Might be an 80 pages report or so
            a. We can be as reflective as we want to be
            b. PLOs – assess our own
            c. Choose 1 PLO

2. Department Budget
   a. Gitanjali
      i. Not much money available – $9,500 annually from the college
      ii. Erin - Dependent on the size of the department – big or small
      iii. We were dipping into our reserves by $20,000 annually
      iv. Printing Hub will take care of printer cartages
      v. Planned to dip into our reserve by about $14,000 (on top of $9,500)
         1. If we continue, we will not have any reserves left
      vi. Working with the development office, but donors don’t give a gift to do anything with
      vii. Think about ways of self-funded, through advertising or otherwise
      viii. Commencement and Conferences – donors like to see these things
   b. Motai
      i. Charging for commencement? $20 for graduating students
   c. Priya
      i. Should not be charging students for graduation
   d. Erin
      i. Food security concerns
   e. Jim
      i. Families traveling is expensive is a concern as well
   f. Priya
i. Reach out to language schools for funding, to about $8-9,000 over 20 years
   ii. Raffle tickets during conference

   g. Gitanjali
      i. Commencement is $3,000

   h. Erin
      i. Academic Calendar affects commencement – depends on when we have to host the event
      ii. Other things can also add to the cost of Commencement

   i. Gitanjali
      i. Hospitality is the most expensive for commencement
      ii. CEL, book royalties, etc. are not coming any longer
      iii. Keep looking out for other college grants to fund other of our events

   j. Jenny
      i. McKenna charging for the venue? Why?

   k. Gitanjali
      i. McKenna might not be our biggest concern

   l. Erin
      i. Convocations have precedent in McKenna

   m. Neil
      i. Getting a cut for open university fees

   n. Gitanjali
      i. Dean says to spend reserves first before the budget increases
      ii. We don’t flexibility in this regard

   o. Geoffrey
      i. Why is the dean so withholding for funding education?

   p. Gitanjali
      i. Departments our size get x amount
      ii. Markus Fund does not get funneled into our department funds
      iii. It is a shift for public education as a whole – fundraising is placed on us

3. Assigned Time Updates
   a. Gitanjali
      i. Coming from my paranoia
      ii. Chair’s counsel meetings – college-wide audit on assigned time from the college mainly concerning program directors
      iii. Other departments do not seem like they have assigned time
      iv. Andy threw out the idea for reallocation of assign time
      v. With our concentrations we have a lot of assigned time and we cannot run without our assigned time
      vi. Audit might be something like: “What is the work that is associated with the course release?”
      vii. It might be a good idea to track your work as someone who is getting a course release.
      viii. Even in the case of the smaller grad program, directors might need to reach out to recruit
b. James  
   i. Fundraising might be for program directors  

c. Erin  
   i. Others might see us as overstaffed  

d. Gitanjali  
   i. Let’s be very aggressive in tracking how we use our course release  

e. James  
   i. Are the course releases from the CBA?  

f. Loretta  
   i. The concern that course releases comes from the provost, as we are one of the only CSU that have a 3 course teaching load  
   ii. With the new president and a new eye on budget, will this change?  
   iii. Committee is looking at several documents (EPNR 762) to determine course load  
   iv. The CBA doesn’t get very granular on course releases  
   v. There is going to be some sort of reporting element – scholarship, committees we are on, etc. – in addition to the college audit  

g. Geoffrey  
   i. It is appropriate to track the assigned time is a good course to follow – quantitative pushback  
   ii. It should not be that hard to do  

h. Loretta  
   i. Remember, that 1/5th is research, 1/5th is committee work, so the course release needs to be on top of those two fifths  

i. Gitanjali  
   i. Let’s track it and give it great sounding names  

j. Jenny  
   i. Another solution could be to give other departments more assigned time, rather than take ours  

k. Gitanjali  
   i. True, but since we heard the word reallocation, it will be more like us against those that have none.  

l. Priya  
   i. I heard that same conversation a graduation counsel  

4. Department Conference  
   a. Gitanjali  
      i. In the last two years it has become a Department conference and has been successful  
      ii. As it grows, we will need more faculty buy-in  
      iii. As it is now we have a good format of presentations (faculty, students, etc)  
      iv. What do you have as an outward facing event? So far we don’t have one (like a lecture series)  
         1. This IS our outward facing event of sorts  
      v. Traditionally it has been in April  
      vi. We should have more representation across the board  
   b. Jenny
i. Within the revised MA, the conference should be thoughtfully talked through.
ii. The allocation of responsibly also needs to be discussed
iii. Will be ENG 895 teacher in Spring – so will be coordinating with students for the conference
iv. The conference needs to be discussed earlier than it has in the past
c. Gitanjali
   i. What would be different?
d. Robert
   i. For students it was seamless
   ii. For faculty, it was not
      1. No one was talking with one another
   iii. A committee of 3 or so should be designated for this – it should not just be up to the one instructor for ENG 895
e. Gitanjali
   i. I agree – it cannot be just one person, but who will be doing it
f. Erin
   i. Two websites was not helpful
   ii. Only one staff member to run the conference
   iii. There are many aspects beyond just the event – hospitality, rooms, etc
   iv. There needs to be just a conference committee that JUST focuses on the committee
      1. There was something that happened through the previous Events Committee
v. Students loved the event and had a great response
g. James
   i. How about getting students involved in planning the event.
h. Robert
   i. Students do get involved in the website, etc.
i. Jenny
   i. This is a serious professional development opportunity for ENG 895 students.
   ii. We don’t want to lose that piece of student development by having just run by the department
j. Gitanjali
   i. There is not a universal LCA culminating experience
   ii. As a department it is our responsibility to get the venue for the event to happen
   iii. ENG 895 should continue in the way that it has
   iv. Would Lit want to be involved? English Education? Department Grad and Undergraduate Conference?
v. Encourage Undergraduate students also for the conference
vi. Lecturers also presented
vii. How do we pull this off as so that it is not just one person (the ENG 895 instructor or staff)?
   1. Hospitality
2. Fliers
3. Web Work

k. Priya
   i. When it was MA TESOL, it was funded through the student association since students were involved

l. Loretta
   i. GLA and the Undergraduate Lit group just came together so they might have some money

m. Priya
   i. Since student are involved, we can get funding via MA TESOL money.
   ii. Students must be involved in specific was that we can

n. Gitanjali
   i. Who would we approach to be in this committee?
   ii. What day do we want this event to happen? Should it be a Thursday event and have no instruction happen so that people can happen?

o. Erin
   i. Having classed canceled increases the number of people who come because their class gets cancelled it gets more expensive

p. Jenny
   i. MA TESOL alumni might find Fridays would be easier than Thursday

q. Gitanjali
   i. Okay, Friday is the best idea then

r. Erin
   i. Did ENG 895 have complaints?

s. Priya
   i. Students felt like they were competing with faculty or lecturer

t. Erin
   i. First year it happened, last year no faculty were presenting at the same time as ENG 895
   ii. They draw difference audiences

u. Priya
   i. But that doesn’t change the experience that the students had

v. Gitanjali
   i. This exactly the problems that need to be problematized by the committee
   ii. Erin cannot be the only person because she is needed elsewhere
   iii. How do we elect the committee? It needs to be an ad hoc committee.
   iv. One possibility might be the Alumni Committee

w. Priya
   i. If it is a department-wide conference it needs to be a department-wide responsibility
   ii. It should be at least 3 people
   iii. Nominate or volunteer.

Next EAB Meeting Date: Wednesday, November 13th