

English Department Minutes
Monmouth College
Tuesday, January 16, 2007
1:30m-3pm

Absent: Bruce

1. English 110

- Due to some instances last semester of students not attending the final or completing all work, an optional statement may be added to 110 syllabi: "All major assignments must be completed or failure of the class may result." This includes papers, tests, final, etc. All students must take the final exam.
- The final for spring, 2007, is Friday, May 11, at 6pm; room assignments will be sent later in the semester.
- Please turn in fall, 2006, final diagnostics to Kevin ASAP.
- Steve Price would like department members to send him skills that CATA101 can review in the spring which students were exposed to in fall classes of English 110. Concepts such as thesis, counterargument, and support were offered at the meeting, but more skills may be forwarded to Steve. CATA101 is preparing a similar list for English 110.
- "The Big Lie" was selected as the beginning diagnostic and "On the Use of Liberal Education" will be used as the final diagnostic. Rob and Erika will prepare the prompt and copies for the initial diagnostic. The prompt for the final diagnostic will be created during the semester and distributed in May along with copies of "On the Use of Liberal Education."
- For spring, 2007, essays will remain as agreed upon in May, 2006. Kevin sent a reminder of those earlier.

2. Minimum Standards

- Based on the department's minimum standards for majors document, if a paper at the end of term is late, a grade adjustment shall be made and then grading will continue as usual. Marlo will put a revised copy of the policy on the departmental web site.

3. Student Worker

- Marlo has been trying to find a student worker, but many are unavailable. She will try contacting Laura DuMont and Raleigh Moon.

4. Adjuncts and 110

- Erika Solberg is first call for adjunct, then Sue Van Kirk

5. Senior Portfolio

- The issue of how to manage the portfolios was discussed. Students need to do most of the work with the portfolio, while advisors should check the portfolio before it is turned in to the instructor and may write a half-page

to page summary of the portfolio to be passed on to the instructor of Senior Seminar.

- The issue of a checklist of deficiencies to be used by advisors was suggested, but Senior Seminar instructors do not have to respond in writing to the portfolio to the student.
- Rob will explore these issues as the semester progresses and send a revised copy of the policy to faculty.

6. Craig's term as department chair has expired and Rob will act as department chair for the semester.

Respectfully submitted by Kevin Roberts.