

Department of Languages & Literatures Meeting
December 5, 2017
3:30-5:00 pm
Third Floor Lounge, Laurentide

1. Call to order
2. Selection of secretary
3. Approval of minutes (5 minutes; attachment 1)
4. Announcements (5 minutes)
5. Continuing business (30 min)
 - a. Constitutional Action on Committees (constitution attachment 2)
 - 1) Dissolve the Major and Minors Committee (Motion 2: Jellerson)
 - 2) Change to its charge: Curriculum Committee (Motion 2: Lencho)
 - i) The Curriculum Committee shall review periodically the curriculum of the Department; propose curricular changes to the Department; review curricular proposals and changes from members of the Department and submit such proposals to the Department for action, with a recommendation as to their merit. **Anything that goes through the curriculum management system must go through the curriculum committee but final decision must go to the Department.**
 - b. Freshman English Committee: Change name to First Year English Committee (Motion: Witonsky).
 - c. Library Committee: Increase the appointments from five to eight or allow for appointments (Motion: Lencho).
 - d. Scholarship Committee and Nomination Committee (Motion: Fratz)
 - i. To make the two committees one and to make two co-chairs, one responsible for the scholarship part and one for the nominations.
 - ii. Furthermore, to make the committee in charge of giving out department awards in the areas of Teaching; Research, Scholarship, and Creative Activity; and Service; and/or advising to all those who are forwarded from the department.
 - iii. **Motion** to amend the constitution by removing the existing sections for the Nomination Committee as well as the Scholarship Committee and inserting the following section after the Assessment Committee:

SCHOLARSHIP AND NOMINATION COMMITTEE

The scholarship committee shall consist of five elected members with at least one from languages and three from English. If possible someone shall be selected from the Creative Writing program. The committee shall be chaired by two members, one to manage the nominations and the other to manage scholarships.

Nominations Mission

To promote applications and nominations for college, university, and system awards honoring teaching, research, and service to the faculty and staff of Languages & Literatures; to provide letters of support for those applicants.

Scholarship Mission

To promote department scholarships to students majoring and minoring in Languages & Literatures programs; ensure scholarships are awarded fairly and with the consideration of many faculty and staff; and maintain strong relationships between Languages & Literatures and student winners, donors, Letters & Sciences, and with other departments for interdepartmental awards.

- e. Change the charge of the Literature Committee the one in the Constitution to the following (Lueck):

The Literature Committee shall meet as needed to discuss and recommend curricular changes and to propose those to the Curriculum Committee; to promote activities both inside and outside the institution that encourage the appreciation of literature and the transmission of high-level reading skills; to promote the Literature and BSE major and minor; and to work in tandem with all aspects of the Literature Emphasis major and literature events.

The committee shall be comprised of five members to be selected from those who teach courses in the literature sequence. At least one member must be tenured.

6. New business:

- a. Motion to change the charge of the Assessment Committee from the current language to the following:

The committee shall consist of a representative from each program as well as a frequent instructor of Freshmen English, except in cases where such representative membership poses an undue burden of service for members of a given program. The Chair of the committee shall be elected by the members. The committee will perform the following tasks: coordinate assessment activities between the various programs to ensure transparency, efficiency, and effectiveness of the results; keep records of the results of assessment activities in each program; and coordinate assessment activities in light of the previous Audit & Review study.

7. Foreign Languages and Literatures Break-Out Session

- a. Plans for next assessment cycle: groups, schedule, etc.
- b. Issues in classrooms this fall to address during break.
- c. Update on course rotations
- d. Update on new conversation course
- e. Update on student course evaluations

8. Adjourn