

THE UNIVERSITY OF PUERTO RICO MAYAGUEZ
DEPARTMENT OF ENGLISH
COMMITTEE REPORTS
SPRING 2011

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Personnel Committee

Spring 2011 Report

The members of the Personnel Committee for the spring 2011 semester were Dr. Sandra Rios – Chair, Dr. Judy Casey, Prof. Gayle Griggs, Dr. Betsy Morales, Prof. Mabel Ortiz, and Dr. Aixa Rodriguez.

The Personnel Committee held ordinary meetings on Sept. 21, October 7, December 9, March 1st March 17 March 29 April 28 May 12, May 19, May 20.

During the Spring 2010 academic semester, the members of the Personnel Committee accomplished the following work:

1. The Personnel Committee reviewed all applications for sabbatical, tenure, and promotion and recommended one candidate for sabbatical, one for tenure and three promotions from Assistant to Associate Professor.
2. The Committee visited all professors who requested end of the semester visits and placed their signed class visit reports in their files.
3. The Committee sent letters to all professors reminding them to fill out their self-evaluation of Appendixes F, G, and I or L if applicable. Upon receiving the professor's self evaluations, the Personnel Committee proceeded to conduct the annual Personnel Committee paperwork for the professors.

Due to the hiring freeze the Personnel Committee was unable to take steps to hire new professors to fill three tenure-track position left vacant by professors who resigned or retired.

Submitted on May 24, 2011 by Dr. Sandra Ríos

Graduate Committee

Spring 2011 Report

Prepared by Jocelyn A. Géliga Vargas, Ph.D.

This semester the Graduate Committee (GC) held seven ordinary meetings (February 8, February 17, March 15, April 8, April 28, May 12 and May 17). Our work focused on the following areas: (1) consideration of applications for admission; (2) consideration of variable-content course proposals; (3) policy orientation and policy revisions; (4) program assessment and recruitment initiatives; and, (5) supervision of Graduate Teaching Assistants.

1. Applications for Admission

This semester we considered ten applications for admission (eight first admissions and two second admissions) into the Master of Arts in English Education Program for August, 2011. Following established GC policy, I received all application packages from the Office of Graduate Studies, verified that all required materials were submitted, contacted applicants in case of missing documents and uploaded all files to the virtual GC workspace so that they could be accessed by the members of the committee. Thereafter, I assigned each candidate to a member of the GC for the preliminary evaluation of the applicant, which included a personal or phone interview. GC members presented their assigned candidate(s) at committee meetings scheduled for the purpose of making consensual admission decisions. Following these meetings reports were issued to the Department Chair with the committee's recommendations regarding: admission, teaching assistantship appointments and temporary advisor assignments.

In addition, our committee considered two readmission applications for August, 2011 as well as the requests of two students for validation of courses taken at other institutions.

2. Variable-Content Course Proposals

At the beginning of the semester the GC issued a Call for Proposals for the two variable-content courses offered in the MAEE program. We received two proposals, which were made available to the GC on our virtual workspace. GC members completed individual evaluations of each proposal and met (on May 12) to discuss them and make consensual acceptance decisions and recommendations. Formal proposal evaluation and decision letters were sent to the faculty members who submitted proposals and a recommendation was made, in writing, to the Department Chair regarding the scheduling of the accepted course.

3. Policy Orientation and Revisions

This semester, as in previous ones, the GC actively disseminated information about MAEE and OGS policies and procedures to inquiring applicants, graduate students and faculty advisors. This entailed ongoing personal, email and phone communications with inquiring parties throughout the semester as well as collaboration with the Department Chair in the process of developing the MAEE section of the new departmental website by creating and/or providing important documents as well as organizational ideas. As in prior semesters, the GC developed and disseminated the internal document titled MAEE Deadlines for the semester and sent regular emails to students and faculty regarding upcoming deadlines.

More importantly, this semester the GC addressed curricular concerns brought to our attention by developing policies with regards to two important research courses: INGL 6995-Research and INGL 6006-Research Methods. The policy regarding INGL 6995 was promptly announced to MAEE students and faculty prior to beginning of registration for Fall, 2011. The policy regarding INGL 6006 will be reflected in the revised version of the Graduate Student Handbook that will be circulated at the beginning of next semester (August-December, 2011).

4. Program Assessment and Recruitment Initiatives

Graduate program assessment is an ongoing GC responsibility and mission. To this end, the committee devoted one of its meetings to consider the most recent MAEE Exit Interview Report (from 2009 since we weren't able to carry out exit interviews in 2010) and develop strategies for addressing the curricular, organizational and advising issues it raised. A plan of action has been drafted in response; some measures have already been implemented and others are on the agenda for next semester.

To give continuity to our assessment efforts the GC coordinated a successful MAEE exit interview this semester. Close to 70 percent of our 2011 graduating class participated in a focus group interview conducted by two English department faculty members (Drs. Judy Casey and Ellen Pratt). We collaborated with these colleagues in the design of the interview protocol and will collaborate with them in the process of revising and disseminating this assessment report.

One of the areas of concern raised by the 2009 and prior MAEE exit interviews reports refers to the pertinence, relevance and availability of variable-content courses offered in the department. Last semester a GC subcommittee developed an on-line survey that was sent to all MAEE students. This semester the results of the survey were tallied and presented to the English faculty at a departmental meeting to encourage a better match between student academic interests, MAEE curricular gaps, and faculty contributions to the graduate program course offerings. Our presentation of the survey results to the faculty emphasized both the need to develop variable content courses that could guarantee enrollment in light of rising minimum enrollment levels and the need to engage more English faculty members in graduate-level teaching.

In terms of recruitment initiatives, this semester we continued the work initiated in the previous one. The GC subcommittee assigned to developing promotional MAEE materials for local and external audiences completed its task and will soon begin disseminating them in Puerto Rico and abroad.

5. Graduate Teaching Assistant (GTA) Supervision

As established in departmental GC policies, members of the committee must conduct classroom observations and write observation reports for Graduate Teaching Assistants who are not enrolled in the Department's 1-credit GTA training course (these students are observed by the course coordinator). This semester GC members visited GTAs who are not enrolled in this course, wrote and submitted classroom observation reports.

In closing, I would just like to add that this semester, as in previous ones, the GC has been devoted to less tangible tasks that are nonetheless crucial to fostering, developing and enhancing our graduate program community in academic and collegial terms. Thus, we have spent significant time recording and disseminating information about our MAEE students' scholarly research accomplishments in local and external forums.

Concerned about our ability to continue fostering MAEE student research projects, the GC brought to the attention of the departmental faculty in its end-of-the-year retreat (May 20) the possibility that stipends (*compensaciones*) for thesis advisors **might** be eliminated beginning August 2011. We presented a motion indicating that English Department professors will not serve as thesis committee chairs if they are not

compensated at the current rate. The motion passed with one abstention. We are in the process of writing a letter to the Dean of Arts & Sciences, the Academic Senate, the Junta Administrativa and other pertinent institutional bodies to inform them of our departmental decision. We have also initiated conversations with representatives of our graduate student body to discuss this important issue for our students and our graduate program.

Curriculum Committee Report

2010—2011

Chair: Dr. Billy Woodall

This year marks the first year that the Curriculum Committee (CC) has worked under its new role as an “oversight” committee, meaning that the responsibility for creating and/or modifying curriculum begins at the Sector level, not at the CC level. Under this new procedure, Sectors submit work to the CC, which then reviews it for completeness and accuracy before the work is submitted to the department as a whole.

During the year, there was no new work of this kind submitted to the CC. However, one proposal that was carried over from last year was brought forward again. This proposal was for a Curricular Sequence in Writing and Communication. The CC discussed this proposal briefly, but the authors were not present at this meeting and no action was taken. It is to be hoped that the Writing Sector will steward this proposal through our CC early next year, so that the department can have a chance to review, discuss, and take action on it. We also expect that the new courses being developed by the Linguistics/Applied Linguistics Sector will be brought forward to the CC early next year.

The CC also reviewed two proposals for English 3300, both of which were accepted for recommendation to the Director. The first course was “Yo soy Boricua pa’ que to lo sepas: Puerto Rican Texts in English.” This proposal was submitted by Dr. Sefranek, and it is scheduled for next semester. The other proposal was entitled “Introduction to Electronic Literature” and was submitted by Dr. Flores.

Other areas of discussion by the CC include plans to develop a rubric for evaluating course proposals and plans to codify (that is, put in writing) the domain, procedures, and rules for conducting CC business. These plans, of course, would be subject to approval by department faculty.

ESL Sector Report

Spring 2011

Submitted by Prof. Waleska Morciglio – Co Chair

Members: Judy Casey, Jeannette Lugo, Waleska Morciglio, Mabel Ortiz, Myrna Rivera, Rosita Rivera, Maruja Toledo, and Iris Toro

Meetings: We met twice: February 10 and March 10

The following are the minutes for both meetings detailing issues discussed and resolutions.

ESL Sector

Committee Meeting

Minutes - February 10, 2011

Present: Judy Casey, Jeannette Lugo, Waleska Morciglio, Mabel Ortiz, Myrna Rivera, Rosita Rivera, Maruja Toledo, and Iris Toro

The following issues were discussed:

- We need a representative from 3201 and 3202 courses
- INGL 0066 moratorium won't be possible. Lisa Ortiz developed a 2 year plan for a study that will collect data to determine if 0066 is needed or not
- The basic level curricular change is to be discussed at the Curriculum Committee level
- The survey to assess lab will be made in electronic form using Survey Monkey to facilitate access. It will be administered at the end of this semester
- Deadline for feedback on INGL 3191 syllabus is March 8. We agreed to look at the course description, goals, objectives, and bibliography

ESL Sector

Committee Meeting

Minutes - March 10, 2011

Present: Judith Casey, Jeannette Lugo, Waleska Morciglio, Rosita Rivera, and Maruja Toledo

Excused: Myrna Rivera

We did the following:

- Lisa Ortiz presented the proposal for a two year plan that will assess the need for INGL 0066
- We revised and edited parts of the INGL 3191 course syllabus: course description, objectives and goals.

Spring 2011 Report for the Literature Sector

Submitted by Eric Lamore, Coordinator

Department Members: N. Batra, R. Chansky, L. Chott, L. Flores, N. Haydock, J. Irizarry, E. Lamore, M. Leonard, D. Ortiz, I. Rivera, L. Rodriguez, and N. Tirú.

Meetings during the Spring 2011 academic semester: February 10 and March 10

During the Spring 2011 academic semester, the faculty members of the Literature Sector accomplished the following work:

- reviewed a proposal to change the description of INGL 4009: The Renaissance in England submitted by professors from the University of Puerto Rico at Rio Piedras;
- started working on the language for the Literature sections of the Department of English website;
- continued working on a certificate/minor in literature for undergraduate students; and,
- continued working on developing new undergraduate literature courses.

Linguistics / Applied Linguistics Sector Committee Report

Spring 2010-11

Prepared by Kevin S. Carroll

Members: K. Carroll, L. Dayton, C. Fleck, N. Leder, C. Mazak, R. Roman, B. Woodall,

Meeting Dates: February 11, April 7

During the Spring academic semester of the 2011 academic year the members of the Linguistics / Applied Linguistics Sector accomplished the following:

- Discussions regarding concepts that have and will continue to be covered in INGL 3225 – Introduction to Linguistics
- A short discussion and motion was passed regarding the potential future adoption and creation of linguistics and applied linguistics courses.
- Due to lack of quorum and the need to create new courses, it was suggested that the committee work individually or in small groups and that future meetings be held virtually. No official action was taken, but this discussion will continue at the next meeting
- The concept list for INGL 3225 as submitted by Dr. Nevin Leder and Dr. Catherine Fleck at the February 11, 2011 L/AL meeting, has been properly reviewed by the L/AL Sector Committee and has been deemed appropriate for INGL 3225 (Introduction to Linguistics). Motion passed unanimously.
- INGL 4205 - Morphology and Syntax was voted on to be a required course for students perusing the linguistics track of the undergraduate sequence. This will be passed on to the Curriculum Committee for review in the Fall of 2011

Writing and Communication Sector

Second semester 2010-2011 Report

The committee met five times this academic year on September 30, 2010, October 21, 2010, November 4, 2010, February 10, 2011, March 10, 2011 and our final meeting scheduled for May 12, 2011 was cancelled by the chair of the department.

1. The Committee nominated and elected A. Rodríguez as coordinator of the sector for the academic year 2010-11.
2. G. Griggs and E. Pratt were elected to represent the sector in the Curriculum Committee for 2010-2011.
3. The agenda for the academic year was discussed. The following items were on the agenda: Creative writing and other courses from UPR-RP, Course offering schedule for the next three years and Revision of the Writing and Communication track proposal (budget and updating statistics as well as professors list.)
4. The committee reviewed and discussed the course offerings for the W&C Sector included in the strategic plan. A. Rodríguez shared with the members of the sector the list of writing courses already being offered and those waiting for a final code: Feature Writing, Media Literacy, Group Communication and Professional editing.
5. A subcommittee formed by L. Rodríguez, S. Mongar and R. Chansky began to work on the new course proposals for four creative writing courses already offered by UPR Río Piedras.
6. The committee coordinator created and circulated an excel document with all the writing courses to be offered in the next three academic years. Members selected their individual preferences and agreed on a collective document which combined the teaching preferences for all sector members for the next three years. This will guide the sector offerings for the next three academic years.
7. The creative writing courses discussion was scheduled for the May 12, 2011 meeting but it was postponed until next semester since that meeting was cancelled by the director of the department.

Submitted by Dr. Aixa L. Rodríguez, WCS coordinator. May 16, 2011.

Orientation Committee Report

Academic Year 2010-2011

May 19, 2011

The Orientation Committee officially met five times during the academic year.

Members include: Gayle Griggs, Betsy Morales, Myrna Rivera, Iris Toro, Roberto López, Maruja Toledo, Ellen Pratt, Jose M. Irizarry, Waleska Morciglio, Jeanette Lugo and Nancy Vanessa Vicente. As the new co-associate directors, Ricia Chanksy and Rosita Rivera joined the committee during the spring semester.

During the fall semester, members were:

- informed about important dates and deadlines and issues regarding advising and updating students files.
- provided updated student lists to each advisor
- reminded to establish contact with their advisees and initiate evaluation of their curricula.

During the spring semester, members:

- evaluated potential Mellowes Award candidates and from the two candidates selected to be presented to the Department of English faculty
- unanimously recommended Candidate A, Paloma Muñiz to be the Mellowes Award recipient.
- presented their recommendation to the Department faculty and Candidate A was selected as the Mellowes Award recipient for the 2010-2011 academic year.

Throughout the entire year, Orientation Committee advisors have been available to assist students in activities including updating curricula, pre-registration, academic counseling, and general student support.

Orientation Committee members also participated in the annual UPRM Open House on Friday, March 18, 2011 and in the Arts & Sciences Honor Roll Ceremony, which took place on Sunday, April 10, 2011 in the *Coliseo Rafael Mangual*.

Furthermore, Orientation Committee members collaborated in the preparations for the American Cancer Society's, *Relevo por la Vida*, which took place Saturday, May 14 and Sunday, May 15, 2011 at UPRM's synthetic track.

Finally, the date for the annual *Breakfast of Champions* was set for May 24, 2011 at 10:30 am. The Orientation Committee is looking forward to this special activity in which we celebrate our graduating students.

Submitted by:

Prof. Nancy Vanessa Vicente

Interim Chair Orientation Committee

NCTE SPA Committee Report
Members: Myrna Rivera and Rosa Román
Spring 2011 Report

Meeting dates and times:

We both met two to three times a week and worked during Monday mornings and afternoons, Friday evenings and weekends from late January to mid-March.

We also had three to four meetings with the Department Chair, who provided valuable input and recommendations.

Discussions with department faculty at two department meetings provided additional input and considerations, which were taken into account. The goal of this committee was to resubmit the Departmental SPA conditions report to NCTE before the due date and this was accomplished.

A copy of the report was handed to Dr. Kevin Carroll at a humble ceremony where all NCATE Members (either as SPA or Institutional Report collaborators or both) received recognition for all of their work for the past 4 or more years on behalf of the Chancellor.

INGL 3211 and 3212 Committee Spring 2011 Report

Faculty Members: R. Chansky, L. Chott, E. Lamore, M. Ortiz, I. Rivera, and N. Tirú

During the Spring 2011 academic semester, the faculty members of the INGL 3211 and 3212 Committee accomplished the following work:

- discussed and reviewed the textbook selection for the 3211 and 3212 sequence;
- completed the revamping of the OutLoud! blog to serve Advanced English students;
- initiated dialogue with student representatives from LLL, EDSA, and RUMEGA to discuss the involvement of the members of these student groups in both the preparation of materials for the aforementioned blog and the third OutLoud! Symposium; and,
- successfully planned and executed the third annual OutLoud! Symposium for undergraduate students on May 4, 2011 (we are delighted to report that four hundred individuals viewed the student artwork displayed in the OutLoud! Gallery [Chardon 326] and seventy-five individuals attended the student presentations in the auditorium in Chardon 122).

Respectfully submitted by R. Chansky and E. Lamore, Co-Coordiators

English 3103-3104 Course Committee Report
2010-2011 Academic year

Submitted by
Ellen Pratt - Course Coordinator

The coordination of the 3103-04 Course Committee changed hands at the beginning of 2010-2011 school year from Dr. Mary Sefranek to Dr. Ellen Pratt. During the two semesters the committee met six times to attend to different business issues.

During the first semester (2010) there were three meetings.

1. Introduction to the course, plans for the year, explanation of texts (September 21).

the major part of the meeting was dedicated to explanation of the course syllabus and expectations for 3103 students. Mary Sefranek attended the meeting and explained the manner in which she has run the course for the past years. All TAs were introduced and questions were answered about textbooks, syllabus construction and number of essays.

2. Moodle Instruction Meeting. (October 12)

Angel Matos, Ivette Delgado and Efrain Troche, all TAs in 3103, prepared and gave a workshop on how to use Moodle for members of the course committee and the Department. Because it was advertised throughout the university, TAs from other departments also attended. There were a total of 40 participants, so many that there were not enough computers for everyone. The presentations were very helpful for professors who had begun to use Moodle with their classes, but needed more instruction.

3. Final Exam Meeting (December 9).

Members of the committee met and discussed possible topics for the final exam. A sub-committee was formed and members began to look for readings and media that could be used to prepare writing prompts. At his meeting it was decided that we would continue with the same textbooks for the following semester.

The final exam sub-committee met two more times to create the final exam. Dr. Mary Sefranek edited the final document and Dr. Leo Flores created an on-line instruction sheet for all students in the course that included links to all of the assigned readings and a film.

Before the second semester began, Angel Matos, a veteran TA, met with 8 TAs, new and old for a half-day workshop to create a syllabus and choose readings for the 3104 course. TAs were pleased with this offer and because of Angle Matos gracious offer, were able to create their syllabi before classes began

During Semester II (2011) we held three meetings and the following activities were carried out.

1. Introduction to 3104 (February 1). The contents and organization of the 3104 textbook was discussed. TAs were reminded that all students need to purchase the book and that it is not optional. The final exam prompts are based on the types of essays that are introduced in the text: therefore, students need to purchase it. We discussed possible topics for our next meeting and professors and TAs stated that they would like to see more presentations on what people do in their classrooms to teach writing and literature. There was also a discussion of topics for the final exam at the end of the semester and everyone agreed to think about topics and themes related to Puerto Rican Identities and literature and poetry from the Diaspora.

2. Combined 3104 -TADS Meeting (March 12). In conjunction with Rosita Rivera, TADS Coordinator we decided to ask TAs to present demonstrations of reading and writing activities that worked for them in their classrooms. Veteran TA Gisselle Muñoz presented her demonstration on using movie clips to enhance story comprehension. Veteran TA Angel Matos demonstrated how to use different types of blogging to create writing communities in the 3104 classroom. Both activities proved to be motivating for all members of both committees.

3. Regular Meeting (May5) At this meeting we discussed the prompts for the 3104 final exam and chose three. We went over the instruction sheet, which was created in the same manner as the 3103 Instruction sheet with the help of Dr. Leo Flores. Procedure for giving the exam was discussed. Procedure for alternate exams was also discussed and because we had so few items for the final, we decided to use last year's exam as the alternative.

Suggestions: For 2011-12 academic year, a meeting should be planned before classes start so that all TAs can have the opportunity to prepare their course syllabi with someone who can help them choose readings and chapters from the textbook. This activity took place before 3104 was taught this year and TAs were very pleased with this action.

Engl 3201-3202 Course Coordination
Prepared by Dr. Rosa Román
Spring 2011

Meetings: (Three dates were on the agenda according to Department Committee Roster)

February 1, 2011

March 3, 2011

May 5, 2011

Attendance and participation was minimum due to conflicts with other meetings
(Personnel Committee, TADS, Writing Center, etc.)

#1 Present: Rosa Roman, Roberto Lopez, Marylian Rivera, Carlos D. Acosta Ponce,
Excused: Raymond Knight, Judy Casey

#2 Present: Rosa Roman, Raymond Knight, Yolanda Padilla, Jessica E Reyes, Nataly
Rodriguez, and Yalitza Santos.

Excused: Judy Casey, Billy Woodall, Marylian Rivera

#3 Present: No quorum.

Members:

Faculty:

Rosa Roman-chair

Judy K. Casey

Roberto Lopez Olivo

Raymond Knight

Billy R. Woodall

Teaching Assistants

Yolanda Padilla Lebrón

Jessica E. Reyes Roman

Yalitza Santos Muñoz

Marylian Rivera

Jo Alexis Robles Lugo

Edward Contreras

Carlos D. Acosta Ponce

Nataly Rodriguez Gonzalez

Kimberly Santiago Vega

Items on agenda which need to be addressed:

Co-chair of the committee

Update 3201/3202 Webpage

Evaluation of texts