

DEPARTMENT OF ENGLISH

Faculty of Arts and Sciences
 University of Puerto Rico
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**DEPARTAMENTO DE INGLES**

Facultad de Artes y Ciencias
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ENGLISH DEPARTMENT MEETING
Minutes August 14, 2007

Meeting began at 10:45 am

May 9, 2007 minutes were approved.

Welcome new professors: Dr. Shannon Bischoff, Dr. Larry Chott, Dr. Jason Pearl

Announcements:

1. Three P/T professors teaching three courses each: Leilani Pearl, Stephanie Cardona, and Elsie Olan.
2. There will be a 5.3% Faculty Salary increase. Retroactive as of July 1st, Promotions: Betsy Morales Tenure: Prof. Sonja Mongar and Dr. Aixa Rodriguez; Sabbatical leaves: Drs. Eileen Blau and Nickolas Haydock.
3. Stephanie Cardona and Monica Ng both received the Trias Monjas Award. They received grant money to present research.
4. Calendar revised. Retreat has been tentatively rescheduled for September 7, 8:00am-3:00pm. Graduate committee meeting changed. Members of this committee will be informed by the Graduate coordinator. The Graduate student orientation is rescheduled to August 17th.
5. Please return your Programa de Trabajo to Daly by Wednesday Aug 15.
6. Find your id number. Passwords have not changed. Id number is on the attendance sheet on Mi Portal.
7. Committee assignments—preference sheet deadline on August 17th. The writing committee and Tech Committee have been combined. A question was raised on how many committees are we supposed to be on. The administrators will investigate. Pre-basic and Basic committee's have also been combined
8. Budgetary issues: A. "Jornal" students: last year \$16,000 this year \$6,000, B. materials: last year \$30,000 this year \$20,000. Travel: Last year: \$3,000; this year \$3, 000. Equipment: last year \$10,000 this year \$0. Pre-Basic summer intensive course provided some money for miscellaneous. Next year we intend to offer the course to more students to collect additional funds.
9. Photocopy Machine and department technology: The provider has not given proper orientation on programming the machine. If used without training, the warranty does not cover. No photocopies until further notice.
10. PSU student visit—two pre-service students visited our campus. Various activities were coordinated by Prof. R. Rivera; all department members are cordially invited to these activities.
11. There is a Bomba Workshop to be held August 17, 2007 sponsored by PSU and the English Department. This activity has been coordinated by Dr. Mary Sefranek. All are cordially invited.
12. Institutional Writing Center—Application for Title V funds were submitted to the federal government.
13. Undergraduate Orientation-August 16, 2007
14. Every professor, as an employee of the government, must take 10 hours of ethics courses every two year s. Violators will be fined \$500.
15. PRTESOL—Back to School Institute Aug 18th 8:00-3:00 Universidad del Oeste.
16. There is the possibility of collaborating with Western Connecticut University's Creative Writing, MFA. The Global Exchange Program is a low residency and online program. They are inviting people to submit proposals in creative writing to be taught in their winter program to be held in Rincon. Please contact: Prof. Sonia Mongar, Dr. Linda Rodriguez or Prof. Nidia Tirú for further information.
17. Equipment check out policies: Fill out the proper forms prior to using the equipment.
18. Department policy for plagiarism and discussion of MAEE Two-track proposal to be discussed at the next department meeting on September 13, 2007.

Submitted by: E. Martell

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ENGLISH DEPARTMENT MEETING
MINUTES SEPTEMBER 13, 2007

Meeting began at 10:45 am

August 14, 2007 minutes were approved after clarifying the following items:

- Item # 7: Committee Assignments - There is no written policy regarding the number of committees professors may join.
- Item # 8: Budgetary issues: \$120,000.00 in question was assigned for Teaching Assistantships.

Announcements:

1. Thanks to all faculty members for attending the Undergraduate and Graduate Student Orientations. Assessment of these activities is available in the Department for perusal. The Director sent a thank you letter to the professors who supported these activities.
2. Classroom security and preservation of technology: If you are the last one to use a classroom, please turn off the equipment and close the doors.
3. September 21-22, installation of In-Focus projectors will take place in CH-005, 318 and 319. Professors only have to take laptops and speakers to the classroom. The Director is considering placing computers in each of the classrooms containing multi-media projectors.
4. Prof. L. Flores announced that the ETC has a Website <http://blogs.uprm.edu/etec/>, email address: etec@uprm.edu. There are policies and procedures available for using equipment in the ETC. Please fill out the proper forms prior to using the equipment.
5. Photocopy machine – The professors are allowed to make two hundred copies per month with no rollover. If you forget your code number, ask K. Jorge.
6. The department has a monthly newsletter – *The Department of English Chronicles* edited by Sonja Mongar.
7. Dr. E. Pratt is working on a proposal for the National Writing Project, and it may be reinstated in UPRM effective summer, 2008.
8. The English Department Faculty Get-Together for professional improvement and co-fraternization will be on November 13, 2007 from 8:00 am -3:00 pm at the Darlington Bldg.
9. Please hand in a paper copy of each syllabus to Gayle and send an electronic copy to Betsy.
10. Personnel Committee members:
 - Prof. R. Knight – Chairperson
 - Dr. Sandra Ríos – Co-Chair and Faculty Representative
 - Dr. José M. Irizarry - Alternate Faculty Representative
 - Prof. L. Flores - Secretary
 - Dr. Georgia Smyrniou
 - Dr. Nandita Batra

Two announcements by the PC:

- Feedback regarding the COE should be sent to R. Knight. The COE has to be used *as is* due to the fact that it is mandated by certification.
 - Professors will be receiving a PowerPoint presentation regarding the PC guidelines to follow for tenure or change of rank. Deadline dates will be announced.
11. The Job Fair will be on October 5, 2007 from 8:00-3:00 pm at the “Coliseo”.
 12. College Board workshops this year will be on November 29-30 in Ponce.

13. Following the request of Dr. Betsy Morales, Dr. J. Géliga Vargas met with Amparo Ortiz from the Hispanic Studies Department to follow up on the discussion tabled at the May 8th A & S faculty meeting regarding the Undergraduate Student Learning Outcomes (USLO). At that meeting the Hispanic Studies Department presented a resolution to revise the learning outcomes regarding English and Spanish proficiency expectations. The resolution was tabled until the two departments could meet to discuss the terms of the USLO document. The following English Department faculty members volunteered to work on this collaborative revision: J. Casey, E. Dayton, J. Géliga Vargas, E. Pratt, R. Rivera and R. Román.

Department Policy for Plagiarism:

Discussion ensued regarding Certification 45, 2005-2006 of the institutional policy on plagiarism. Article 14(A)(2) of the UPR General Regulations for Students stipulates the repercussions when presenting a formal complaint to the Campus Disciplinary Board. The discussion was tabled and will be scheduled in a future Department meeting with Lic. Frontera, who is an expert on this subject and can respond to any doubts and procedures related to this certification.

Department Policy regarding "D" in English courses: The English Department unanimously approved (with revisions) the policy that states the following:

- The Department of English requires that all its undergraduate majors produce quality work while pursuing a Bachelor's degree in English. Therefore, the Department agrees that all recommended and required English courses taken by English majors must be approved with at least a "C". The grade of "D" in any English course within the student's curriculum will be considered a failure. This policy does not apply to the English courses within the institutional requirements.
- Any English major who receives a "D" in any English course that is a requirement for another English course, will not be permitted to take the other course or any higher level course concurrently with the failed course until the failed course has been approved with a passing grade ("C" or better).
- All English Department courses follow the standard curve as listed below:

100-90	A
89-80	B
79-70	C
69-65	D
64-0	F

MAEE Two-Track Proposal:

Dr. M. Leonard presented the MAEE Two-Track proposal. After discussing the proposal, Dr. Leonard presented the following motion:

"That the English Department vote in favor of establishing a Two Track MAEE and charge the Literature and ESL/Linguistics Sectors with developing the curricula for the two tracks, and then sending their recommendations in writing to the Two Track Committee."

The motion did not pass.

Meeting adjourned at 12:10 pm.

Submitted by: E. Martell

ENGLISH DEPARTMENT MEETING

MINUTES

OCTOBER 11, 2007

Revised

Meeting began at 10:45 am

September 13, 2007 minutes were approved.

Announcements:

1. Congratulations to Graduate TA, Sandra Soto, voted in as the official Graduate Student Representative.
2. October 19, 2007 Activity: Green Pass (Freshman Connection). The English Department will be offering an orientation at the "Coliseo" to provide the new students (prepas) with information about our undergraduate programs. We will share a booth with the Humanities and Hispanic Studies Departments and need professors to participate in this activity. There is a sign-up sheet for volunteers to contribute an hour of their time on that day. Everyone is welcome and the Orientation Committee members will be there.
3. October 23, 2007 – Extraordinary Faculty Meeting at 10:30am in "Enfermería".
4. Thank you to all faculty members for locking classrooms equipped with technology and equipment. Because the classrooms are being kept secure, we will be placing new computers in Ch-318, 319, 324, & 005. The computers will be connected to the In-Focus projectors so that faculty will no longer need to bring laptops in order to give presentations.
5. Thanks to Dr. E. Pratt who coordinated the donation of ___ computers from the Customs Office at the Ramey Base.
6. Business Administration is offering an extra compensation of 3 credits for next semester. Please contact G. Griggs for more information.
7. Thanks to Dr. Batra for promoting "The Asian Man," a photograph exposition by renowned photographer, Pablo Bartolomew.
8. Special thanks to EDSA for collaborating in the Job Fair workshops on September 25 and October 4, 2007.
9. Congratulations to Dr. M. Leonard who was awarded \$25,534.00 to purchase technology for the Film Certification.
10. October 15-19, 2007 – Student Evaluations will take place.
11. Dr. J. Géliga announced the Resolution of the Hispanic Studies Department presented to the Faculty of Arts and Sciences Committee on Undergraduate Education May 8, 2007. On the backside of the Agenda there is a translated version of the resolution.

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ENGLISH DEPARTMENT MEETING

Minutes November 29, 2007

Meeting began at 10:45 am

October 13, 2007 minutes were approved.

1. Announcements:

- a. Faculty Get-together- Assessment (91%). Shorter get-together next semester. Tentative date: Friday, February 15, 2008 from 8:00-12:00.
 - b. Atenea- June 2007 edition
 - c. Short courses- contact Mario Núñez for project with public schools related to practice in English grammar & writing
 - d. University Christmas lighting activity today starting at 5:30. If you have not donated the dollar for the Emergency Student Fund, please do so today.
 - e. Ateneo del Caribe- December 5, 2007
 - f. Japan Studies Institute
 - g. Photocopy machine limits- 1000 per semester per professor. Once you have reached this amount of copies, you will be removed from the system until the following semester.
 - h. *Breakfast of Champions*- Nineteen undergraduates and four graduates- Dec. 13 at 8:30 am.
 - i. Classroom (Ch-318, 319, 324, 325, 005) keys- Please hand in.
 - j. Recommended electives- Updated
 - k. Profs. Knight and Ferracane, Lugo, and Pearl spoke about the PC faculty Ad Hoc Committee.
 - l. Final exams proctors- Each professor was given an official letter stating the course he/she will proctor and the professor they should contact for more information.
 - m. Hand in Appendix A- Deadline was today, November 29, 2007.
 - n. The language lab will be online with the *Tell Me More* program. Professors were e-mailed the days and hours of the workshops.
 - o. Profs. Olán, Cardona, and Pearl will be back with us next semester as part time professors.
 - p. Chancellor's Christmas party- December 7, 2008
2. Grievance committee election- Prof. Bischoff will replace Prof. Toro for two academic years.
 3. Reports were distributed electronically and the following were discussed during the meeting:
 - a. Literature sector
 - b. ESL sector
 - c. Library committee
 - d. Graduate committee
 - e. Curriculum committee
 - f. Writing and communication sector
 - g. Orientation committee
 - h. Personnel committee
 4. Department policy for plagiarism: Motion approved to amend the policy to include cheating, a definition of cheating, to include the 2nd option the professor has to give a 0 on the assignment, and that once those changes are made, the policy returns to the Department for approval.

5. English General Education Outcomes- The Department agreed to submit the following revisions pertaining to English language communicative competence to the Arts & Sciences Committee charged with the responsibility of defining Undergraduate Student Learning Outcomes:

Considering that:

- Nearly 50 percent of the undergraduate students admitted into UPRM begin their college English coursework at the pre-basic or basic English level;
- In second language acquisition interlanguage is an intermediate state or interim grammar of learner language as it moves toward the target second language;
- The English Department can only assess the students' English learning for two years of their academic careers.
- The assessment in other disciplines is the responsibility of the Department in which it pertains.
- Language learning must continue within the context of their academic careers.

We propose the following measurable expected outcomes for oral and written English communication.

Students will be able:

- to use English as a second language to read, understand, and interpret texts.
- to use English as a second language to conduct a conversation.
- to use English as a second language to write a formal paper on a specific topic.
- to use English as a second language to offer a formal presentation on a specific topic.
- to use English as a second language to formulate and answer questions in a clear and coherent manner.
- to use English as a second language to participate actively and constructively in discussions.

The committee will begin to work with Rubrics to measure these outcomes next semester.

6. Research projects/Reduced loads for the 2007-2008 academic year- The following professors briefly presented their research projects:

- a. Cathy Mazak and Rosita Rivera
- b. Mary Sefranek
- c. Billy Woodall
- d. Jocelyn Gélige
- e. Mary Leonard
- f. Shannon Bischoff

**ENGLISH DEPARTMENT MEETING MINUTES
JANUARY 15, 2008**

Meeting began at 10:50am

Announcements:

1. Congratulations to Dr. N. Batra for her sabbatical leave.
2. The Administrative Assistant Kathy Jorge is on sick leave and the Secretary Daly Martell has health problems, so we ask for your patience and consideration. Nannette and undergraduate students from study programs will be helping us. Diana from Arts and Sciences is willing to help with the paper work for travel funds.
3. CH-323H is already clean and ready and at least three computers will be placed for the Orientation and Personnel Committees.
4. Reminders: a) To open and close classrooms CH-318, 319, 324, 325, 005 and shut down technology after use. Also, if you are assigned to one of these rooms, make sure to pick up your key. The check-out for the remotes is in Kathy's office. b) This semester the policy for the photocopy machine is 1000 copies per faculty member.
5. The recommended electives have been approved and are available to the students this semester. They are retroactive. We are going to send an electronic copy to faculty.
6. This semester's calendar was updated and revised on December 10, 2007 and emailed to everyone.
7. Reminder: Syllabi – accessed online; remind students if you have these for assessment purposes.
8. Last semester's COE results are not ready yet. Nannette will be scanning the Open-Ended responses, and the originals will be distributed to the faculty members once completed.
9. Online data entry process for "Sistema de Actividad Docente" of the UPR Central Administration must be completed by all professors no later than Friday, January 18, 2008. The address to access the system is <https://www.upr.edu/actividaddocente>.
10. January 15, 2008 - Deadline to hand in the information to prepare the "Programa Docente".
11. Reminder: To give the Associate Director a hard copy of each course syllabus and email a copy of each one to the Director (betsv@uprm.edu) and (ggriggs@gmail.com).
12. The new "Conética Boletín" has been released. A copy will be scanned and sent via email.
13. January 15, 2008 – The Writing Center opened. They are working from 9:00am-4:00pm Monday through Thursday and Friday from 9:00am-2:00pm in SH-109.
14. Dr. Larry Chott asked the faculty contributions for the Activities Committee.
15. The Director announced the sequence course registration for this semester.
16. Dr. Judith Casey and Dr. Mary Sefranek talked about assessment projects. They recommend a Pre & Post-Test intervention to determine a course's percentage of success.
17. The English Language Lab is online this semester.
18. Dr. J. Irizarry recommended exploring computer leasing options for students.

Election of Committee for five year Assessment (2 members)

1. Dr. Cathy Mazak, Dr. Rosita Rivera and Dr. Rosa Román volunteered (no voting was necessary).

Personnel Committee election to substitute Dr. N. Batra

Motion: No need for an additional member for one semester. The motion was seconded. There was opposition therefore we had to vote. 16 – Yes 16 – No 2 – Abstained. The motion did not proceed.

Meeting adjourned at 12:10pm.

Submitted by E. Martell

ENGLISH DEPARTMENT MEETING

Minutes February 7, 2008

Meeting began at 10:40 am

January 15, 2008 Minutes were approved.

Announcements:

1. Kathy Jorge is recovering well for her surgery and hopefully will be back the first week of March.
2. Congratulations to Dr. Smyrniou for her promotion to Full Professor.
3. Congratulations to Dr. Román for her Ph.D.
4. Dr. Román announced the organization of a Book Club.
5. Dr. Román talked about *Motivos* – a magazine about latino population.
6. Dr. L. Rodríguez announced that Prof. Mongar went to a workshop and literary festival at the Western Connecticut State. She talked to the Dean and staff and they are interested in having workshops at the Colegio. Dr. Morales, Director of the Department and Dr. Chaparro, Dean of Academic Affairs, will be collaborating with this activity. Also, if you need information about the Summer Cambridge Program, please contact her.
7. March 7, 2008 – Faculty Get- Together II, from 12:00-3:00 pm at the Darlington.
8. Dr. J. Casey – The Arts and Sciences Assessment meeting will be include on Agenda for faculty get-together.
9. Guest speaker series – Dr. J. Géliga's class (Engl. 6006: Research Methods). All events will be in CH-318 at 6:30 pm.
10. February 29, 2008 – Bohemian Night.
11. April 26-27, 2008 – *Relevo por la Vida*.
12. February 12, 2008 – next semester and summer course requests will be distributed.
13. Summer courses will be assigned using Certification 03-04-502 from Board of Trustees.
14. CH-323H is already clean and three computers are available for Orientation Committee. Professors (certifying attendance, etc.), and the Personnel Committee.
15. The 2008-2009 academic calendar is online -(<http://www.uprm.edu/senadojunta/docs/certjunta/07-08-157.pdf>).
16. Online data entry process for "Sistema de Actividad Docente" of the UPR Central Administration is unstable. Please contact Javier A. Arroyo at jarroyo@ece.uprm.edu.
17. Reminder: To give Prof. Griggs a hard copy of each course syllabus and email a copy of each one to the director (betsym@uprm.edu) and Gayle (ggriggs@gmail.com).
18. March 14, 2008 – UPRM Open House at the *Coliseo* from 8:00 am to 3:00 pm. The Orientation committee is asking for volunteers to attend. Please contact Prof. Griggs for more information.
19. Calendar for Ethics Workshops is available for those interested.
20. Report about electronic Databases available from the Río Piedras Vice President of Academic Affairs.
21. Library – Professors should go there to look the books and check the condition on shelves, determine what needs to stay, go, restore and updated versions, etc.
22. Office Max representatives – In press copy section (copies at 3.3 cents). Use retail connect number (888800010359469033).
23. Daly has the W-2 forms.
24. February 7, 2008 – Orientation for Graduate Students at 5:00 pm in CH-318.
25. February 26, 2008 – Orientation for Undergraduate Students at 10:30 am in CH-324.
26. Policy for attendance – University policy is six absences you can fail the student (according to Dr. Leonard).

27. Deadline for Travel funds from April 1 to June 30 is March 7, 2008.

Fifteen minute meeting with the Director to discuss Appendix A and Students Evaluations.

Personnel Committee election to substitute Dr. Batra for the semester:

Dr. J. Irizarry nominated Dr. M. Leonard and Prof. M. Ortiz nominated Dr. L. Dayton

Dr. Leonard 17 votes Dr. Dayton 14 votes

CH-225 – Humanities request to switch rooms (CH-123 for CH-225)

Department does not accept to trade rooms.

Monthly Magazine –Volunteers/Suggestions?

Prof. Mongar is on sick leave. Prof. L. Flores will setup a Blog for the department .

New Business:

April 4, 2008 – IRB Workshop at 4:30 pm.

Library update – JSTOR not positive.

Meeting adjourned at 11:59 am.

Submitted by E. Martell

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ENGLISH DEPARTMENT MEETING

Minutes March 6, 2008

Meeting began at 10:40 am

February 7, 2008 Minutes were approved.

Announcements:

1. Kathy Jorge has returned from her leave of absence.
2. English Dept. Blog- <http://blogs.uprm.edu/english>. Leo, Gayle, and/or Betsy will place news, announcements, information and other important official information on the Blog. Prof. L. Flores gave an orientation and discussed the Blog. Dr. J. Géliga recommended that Blog workshops be offered for CEP credits.
3. The 2nd Faculty Gathering will be on April 4, 2008 from 12:00-3:00 pm at the Darlington Bldg.
4. April 4, 2008 – Dr. J. Ferrer will offer an IRB Presentation in the Cafeteria Annex at 4:30 pm. Attendees will receive CEP credits.
5. March 13, 2008 – Dr. Jorge Schmidt will be presenting, as part of Dr. J. Géliga's *Guest Speaker Series*, in CH-318 at 6:30 pm.
6. Dr. L. Rodríguez discussed the Western Connecticut State Program and distributed an itinerary and tentative agenda for their visit from March 6-9, 2008.
7. April 26-27, 2008 – *Relevo por la Vida*. The sign-up sheet for this event is in the Department.
8. Paperwork for travel funds for the April 11-June 30 period is due on March 7, 2008.
9. Those who have not met with Betsy to discuss Appendix A and Student Evaluations, please set up a meeting with her.
10. First Semester 2008-2009 tentative course schedules will be ready by the last week of March, 2008. Summer schedules will be ready in April, 2008.
11. Book orders for Summer are due April 25, 2008. First Semester book orders are due by May 30, 2008.
12. March 27 and 28, 2008 – Student-Teacher evaluations (COE). Remember to schedule classes accordingly.
13. April 26, 2008 – Western TESOL "Meeting the Challenges in Today's Classrooms" at UPR-Aguadilla. Prof. López will be sending more information soon.
14. PC forms are due March 26, 2008.
15. March 25, 2008 and April 8, 2008 – The English and Humanities Departments, in collaboration with EDSA members, are offering workshops on Interviewing and Writing Résumés.
16. Please read certification 08-02 (Teaching responsibilities/workload). Send any comments/concerns to Betsy.
17. The TADS course was approved by Central Administration and will be a one-credit course in August, 2008.
18. The Writing Center tutors presented a skit on conducting student tutoring at the Writing Center.
19. March 13, 2008 – Book Club meeting from 5:00-9:00 pm. For more information please contact Dr. R. Róman.

Nomination and election of Ad Hoc COE committee member (per Faculty meeting March 4, 2008)

Dr. R. Román is the official representative of the Ad Hoc COE committee. Dr. N. Leder is the alternate representative.

Mellows Award candidates (Prof. J. Lugo)

Candidate A was selected by the faculty.

UPRM Open House – March 14, 2008 from 8:00-3:00 pm. (G. Griggs)

The sign-up sheet was distributed for faculty to volunteer one hour of their time at the Open House.

Undergraduate Learning Outcomes (Dr. J. Géliga, Dr. J. Casey, Dr. R. Rivera)

The committee recommended revisions to the English Communication Learning Objectives and the Assessment Rubric.

Director/Associate Director evaluations (Prof. R. Knight)

The completed evaluations are due Thursday March 13, 2008 – Type comments on a separate sheet of paper.

Ad Hoc Productivity Committee (Prof. R. Knight, Dr. K. Ferracane, Dr. J. Pearl, Prof. J. Lugo, Dr. S. Bischoff)

The proposal for a new system of personnel evaluation was presented, which will be used for contracts, promotion and tenure.

The document is online and can be accessed at <http://www.uprm.edu/evaluaciondocente>. The Arts & Sciences representative is Prof. Luisa Guillemard, Ext. 2325 in CH-339. Her email is lguillemard@uprm.edu. Prof. Knight asked the sectors to generate a list of products in Area III: Research/Creative Endeavors and Area IV: Service (Institution, Profession, and Community) for discussion.

Meeting adjourned at 12:10 pm.

Submitted by E. Martell

ENGLISH DEPARTMENT MEETING

Minutes April 10, 2008

Meeting began at 10:35 am

March 6, 2008 minutes were approved.

Announcements:

1. Thank you to all for cooperating/participating in the *Casa Abierta* on March 14, 2008. Department of English Faculty and student representation was extraordinary.
2. Special thanks to all who attended the 2nd *Faculty Gathering* on April 4, 2008 from 12:00-3:00 pm at the Darlington.
3. IRB Presentation at the *Cueva del Tarzán* was a success. Thanks to Dr. J. Ferrer, Dr. M. Sefranek and Dr. J. Géliga.
4. Thanks to Dr. J. Géliga's *Guest Speaker Series*.
5. The Mellowes Award recipient is Ileana Pagán, BA in Linguistics.
6. Please hand in the Satisfaction Survey today.
7. Announcement by M. Sefranek regarding Administrative Assistant week.
8. Last day of classes is pending due to the strike. Betsy and Gayle will contact you once they have an official notice.
9. Reduced Loads and Sabbaticals for 2008-2009 Academic Year:

Reduced Loads

Dr. M. Sefranek
Dr. S. Bischoff
Dr. J. Géliga
Dr. C. Mazak

Dr. R. Rivera
Dr. L. Rodríguez
Dr. M. Leonard - (Film Certificate)

Sabbatical

Dr. B. Woodall
Dr. E. Dayton

10. Summer schedules will be distributed by this afternoon.
11. Book orders for Summer are due April 25, 2008 and for the First Semester May 30, 2008.
12. Student registration for Summer & First Semester courses will be from April 28 to May 6, 2008.
13. TADS course INTD 6005 – *University Teaching Development*, will be a one-credit course in August, 2008.
14. INGL 4066 – *Research in Writing & Communication*, INGL 4059 – *Persuasive Writing*, INGL 3056 – *Introduction to the Communication Process* and INGL 4008 – *Creative Nonfiction Writing* will be offered in January 2009.
15. Western TESOL “Meeting the Challenges in Today’s Classrooms” will take place on April 26, 2008 at UPR-Aguadilla. For more information, please contact Prof. R. López.
16. The final part of the EDSA Young Author’s Fair is on April 19, 2008 with an Awards Ceremony and Pizza Party.
17. The “Writing Résumés and Cover Letters” workshop sponsored by the Depts. Of English and Humanities and with the participation of EDSA members has been rescheduled to April 22, 2008 at 10:30 am in CH-118.
18. Department of English *Loops Assessment* (Dr. J. Casey) will be Friday, April 18, 2008 from 12:30-4:30 pm in the Seminar Room.
19. Procedure to hand in grades: Deadline for submitting grades online is no later than 11:45 am, Monday, May 19, 2008.
 - a. Print out the official grade report that is filled out online.
 - b. Submit two signed copies (in original) of the official grade report to the Department by May 19.
 - c. Turn in the detailed & completed roll book to the Department by May 19.
20. *Relevo por la Vida* – April 26-27, 2008. The department still needs volunteers to walk in one-hour slots from Saturday noon until Sunday noon (sign-up sheet). Those who purchased T-Shirts, Caps, License plates and Candle Dedications will be receiving them in their boxes.
21. Prof. L. Flores announced the INGL 3300: Special Topics “Worlds of Fantasy” course.
22. Prof. L. Flores invited all faculty to attend the presentation of the candidate for the Lit. position, Dr. Eric Lamore, on April 17, 2008 at 10:30 am in CH-324.
23. The **Department Assessment Plan**, revised by J. Casey, will be placed in everyone’s boxes to discuss in our next Department meeting.
24. Dr. M. Leonard announced that, as part of the film certification, the creative team of “Manuela Manuel” will discuss the film in her class on April 16 in CH-121.
25. April 10, 2008 – Second Book Club meeting from 5:00-9:00 pm in Sala A at the library.

Presentation by Dr. Mari Mutt, Director of the Library: “The Library of 2013” – Questions or concerns can be sent to him at jmari@uprm.edu

PC Elections to replace Prof. L. Flores and Dr. S. Ríos – Nominations proceeded for highest 2. The new members of the Personnel Committee are: Dr. A. Rodríguez and Dr. S. Ríos.

Meeting adjourned at 12:10 pm.

Submitted by E. Martell

ENGLISH DEPARTMENT MEETING
Minutes May 9, 2008

Meeting began at 9:00 am
April 10, 2008 minutes were approved.

Announcements:

1. Deadline for book orders for Semester I was announced for May 30, 2008. Professors were asked to provide a copy of the order to Daly.
2. Deadline for submitting travel fund documents for July 1 to September 30 is June 6, 2008. To access the forms, go to the following address: <http://www.uprm.edu/ac/formularios/solicituddefondosviaje.pdf>
3. Student registration –courses are full and we will try to maintain between 28-30 students per course.
4. Western TESOL participation was a success. Prof. R. López talked briefly about the activity.
5. Middle States accreditation – thanks to Prof. M. Ortiz for her cooperation in this endeavor.
6. Congratulations to Dr. C. Mazak & Prof. K. Carroll for articles published in *The Journal of the Center for Puerto Rican Studies*, Spring 2008.
7. Congratulations to Alcida Ferrer (Graduate student) for recognition by the Council of Graduate Schools in Washington, DC.
8. Dr. Eric Lamore is the new Literature professor beginning August 2008.
9. Dr. J. Pearl resigned his position at the English Department.
10. Professors were reminded to verify information on the Final Exam Schedule & Proctor lists.
11. Keys to CH-005, 318, 319 & 324 – Professors with keys were asked to please return them to K. Jorge or G. Griggs.
12. Remodeling of classrooms is planned for the summer.
13. Reminder: Please complete the “*Licencia por Enfermedad*” form for this semester and submit it to Daly.
14. Professors were reminded of the procedure to hand in grades by no later than May, 19, 2008 at 11:45 am:
15. Thank you to everyone who participated in the *Relevo por la Vida* on April 26-27, 2008. English Department representation was extraordinary (in spite of the non-stop rain)!
16. 3rd Breakfast of Champions was announced for Monday, May 19, 2008 at 8:30 am in CH-324.
17. UPRM Graduation is scheduled for Friday morning, June 13, 2008. Tickets are available beginning June 9, 2008.
18. Breakfast with the Chancellor is scheduled for May 10, 2008 from 8:00-10:00am.

Department Assessment Document: Statement of Direction. Dr. J. Casey discussed the document and the faculty approved the document as official, which will be placed on the UPRM webpage.

Graduate Committee Elections to replace Dr. J. Géliga and Dr. J. Casey – Nominations proceeded for highest 2. New elected members of the Graduate Committee are: Dr. M. Sefranek and Dr. J. Géliga. Dr. Géliga will continue as the GC coordinator.

Committee Reports – The following committees provided reports during the meeting:

Library Committee – Prof. R. López

Curriculum Committee – Writing & Communication Sector – Dr. A. Rodríguez

Orientation Committee – Prof. G. Griggs

Graduate Committee – Dr. J. Géliga

Literature Sector – Prof. L. Flores

Personnel Committee – Prof. R. Knight

Activities Committee – Dr. L. Chott

Course Coordination Committees – 0066-Dr. C. Mazak; 3101-3102 / Dr. R. Rivera; 3201-3202 / Dr. L. Chott; 3103-3104 / Dr. M. Sefranek; 3211-3212 / Dr. K. Ferracane.

Dialogue Committee – Prof. R. Knight

ESL Sector – Drs. C. Mazak and R. Rivera – Motion to change Ingl. 3202 as the required end of the Basic Track to student choice of revised Ingl. 3202: Literature and Writing, revised Ingl. 3191: Conversational English or 3XXX: Science Writing (proposed). The motion was approved.

Certification of Appreciation – Department of English Faculty received certificates for cooperation and hard work during the semester.

Meeting adjourned at 12:00 noon

Submitted by E. Martell