

**ENGLISH DEPARTMENT MEETING**  
**Minutes August 16, 2010**

Meeting began at 9:35 am  
April 16, 2010 minutes were approved.

**Announcements:**

1. Adios to Betsy as Director and Gayle as Associate Director of the English Department.
2. Adios to S. Bischoff as Assistant Professor of the English Department.
3. Reminder: Turn off computers, projectors, fans, and lights in all rooms (Energy Conservation Agenda).
4. Please hand in classroom keys by today, August 16, 2010 to K. Jorge.
5. Make sure you fill out the attendance sheet and give it to Daly after the meeting.
6. Reminder: Paper – What is left in the copy room is what we have for the semester. The limit is now 500 copies per academic year.
7. Congratulations to R. Chansky and E. Lamore who presented in England.
8. Congratulations to R. Chansky for her publication in the Journal of Popular Culture from Blackwell Publishing, entitled: "A Stitch in Time: Third Wave Feminist Reclamation of Needled Imagery."
9. Congratulations to E. Dayton who presented in Germany and Barbados.
10. Congratulations to E. Pratt for her book chapter titled: "Crossing borders through Language", co-authored with María Franquiz. In, *Handbook of Research on Teaching the English Language Arts. Third Edition: Co-Sponsored by the International Reading Association and the National Council of Teachers of English*, edited by Diane Lapp and Douglas Fisher.
11. Professors' offices possibly ready by early September, 2010.
12. Final exam schedule – proctoring schedules have been e-mailed to all or you and a hard copy were posted on the bulletin board of the department.
13. Before the elections, Dr. Géliga - Chair of the Graduate Committee and Dr. A. Rodríguez – Chair of the Personnel Committee, talked briefly about the job description and responsibilities of these committees.

**Elections:**

1. Personnel Committee - Nominations proceeded for highest 2. The new members are: B. Morales and G. Griggs.
2. Graduate Committee – Nominations proceeded for highest 3. The new members are: R. Chansky (3 years), B. Morales (2 years) and L. Rodríguez (2 years).

**Certifications and Documents (See attached PDF file):**

1. 153 – Excess of Sick Leave Days
2. 143 – Extra Compensations have been reduced
3. 142 – Administrative Reduction - Directors 5%
4. 138 – Administrative Reduction – Chancellor, Deans
5. R-0910-15-Precautionary Measures
6. Middle States Determination
7. R-0809-13 – Precautionary Measures (amendment)

**ENGLISH DEPARTMENT MEETING**  
**Minutes September 23, 2010**

The meeting began at 10:30 am  
August 16, 2010 minutes were approved.

**Announcements:**

1. Don't forget to lock doors and shut off computers and fans, especially if you are the last one to use the room for the day.
2. Please hand in a master syllabus for each of your courses or email a copy to Nancy.
3. Order books via Mi Portal – Directions were sent via email.
4. New Pragmatics course number: INGL 5019.
5. New Office News (Saga) – keys have been made – we are still waiting for the green light from upper administration.
6. All of the new Macs have been installed in CH-326.
7. J. Géliga (co-author with members of Afro-Puerto Rican Oral History project). *Memoria Popular, Historia Oral y Conciencia Racial: Testimonios de Testimonios Afro Puertorriqueños*, published in *Miradero*, vol. 2, January-June 2010.
8. J. Géliga (co-author with members of Afro-Puerto Rican Oral History Project), *Against the Myth of Racial Harmony in Puerto Rico*, published in *the Afro-Latin@ Reader*, edited by Miriam Jimenez & Juan Flores, Duke UP, 2010.

A motion was presented: Any program or anything that generates money in the department should be presented to the Faculty, as they want to know where it goes and how it has been spent. The motion was approved by the Department.

9. Please complete your "Plan de Trabajo", Objectives for the 2010-2011 Academic Year, and Committee which were placed in your box and give them to Daly.
10. New cores for CH-318, 319, 324 – you can now lock and unlock the wooden doors.
11. K. Carroll and L. Flores are working on a new website for the department.
12. A motion was presented: For the future elections to review the Reglamento and the concepts "going down the ranks", to determine who's eligible for election and if ranking applies. The motion was approved by the Department.

**Elections of Grievance Committee:**

(Five members all two-year terms). Outgoing members: M. Leonard, R. Knight, C. Fleck, L. Flores. There were ten nominations. Members voted onto the Grievance Committee were the five who attained the most votes. The new members are: W. Morciglio, L. Chott, R. Román, M. Toledo and L. Rodríguez.

**Committee Reports:**

Complete Reports were sent via email.

**New composition of Curriculum Committee and Sectors:**

Director has taken a recommendation from the L/AL Sector.

Each faculty member will be assigned to a sector (based on their interests and sector restrictions) No faculty member will be on more than one sector at a given time

Sector appointments are for only one year.

Each sector will elect two members to represent their sector on the Curriculum Committee.

Future composition of the Curriculum Committee will be discussed and decided at the next departmental retreat at the end of next semester.

**Faculty Senators A. Rodríguez & R. Knight gave an update regarding the Middle States Accreditation Agency's visit to the campus.**

Meeting adjourned at 11:50 am

Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes October 14, 2010**

The meeting began at 10:44 am  
September 23, 2010 minutes were approved.

**Announcements:**

1. If you are the last one to use the room for the day please lock doors and shut off computers and fans.
2. The new website will be unveiled soon.
3. Hand in course preferences by Friday October 15, 2010.
4. Don't forget to confirm student attendance by Friday October 15, 2010.
5. CEA – Call for papers out (Dr. Chansky and Dr. Lamore).
6. Professor Evaluations will be scanned once the scantron machine is fixed.
7. Call for Special Topics 3300 and Graduate Courses (J. Irizarry and J. Géliga). Proposals are due November 17, 2010.
8. Thank you to B. Morales and G. Griggs for going and representing the Directors' in the Graduation last Sunday October 10, 2010.
9. The Graduate Committee will be having the Annual MAEE Student Orientation and Reception on Friday October 22, 2010 from 4:40-6:00 pm in CH-326.
10. \$50,000 has been secured for seed money grants from Dean López Garriga – more information to come soon. No travel funds.
11. M. Leonard spoke briefly about *Cinematheque*.
12. Nominate and elect a person to represent our department on a faculty level ad hoc committee to explore UPRM independence. **Dr. N. Leder was elected to represent the department.**
13. Congratulations to Graduate TA, Marylian Rivera, voted in as the Official Graduate Student Representative.

**Tech Crash Course with L. Flores:**

1. New Website
2. Departmental Google Calendar Page

**Discussion of Math Department Motion (R. Knight):**

The English Department Faculty agreed that we would not be tied to the Mathematics Department's option but we should be aware of it.

**New Business:**

**Complaints about the Janitors:**

There are one or two janitors who are not completing their duties and responsibilities.

On Monday October 18, 2010 the Director will try to schedule a meeting to inform and show them a letter of complaints that will be written and sent everyday through the Dean of Arts and Sciences, Dean of Administration and will be addressed to the janitor(s)' direct supervisor.

The department approved a motion to adopt a policy regarding teaching in intolerable, dangerous and/or unsanitary conditions. The new policy which is effective immediately and will be sent to the Dean of Arts and Sciences and to the Dean of Administration reads:

Teaching personnel who find themselves in conditions that are intolerable, dangerous and/or unsanitary should use their own professional judgment on whether or not to give class or office hours under those circumstances. All classes and content that are missed as a result of a canceled class must be made up either through rescheduling, relocating (on campus), by electronic or, alternate means. Any class cancelation under such policy should be documented through an email to the director and associate director of the department notifying them of the rationale for canceling the particular class meeting and how it was or will be made up.

Dr. Woodall made a request to schedule an extraordinary meeting if and when the department can find a willing person from the Economics Department to come and speak to the fiscal reality of the university.

Meeting adjourned at 12:11 pm  
Submitted by E. Martel

**English Department Meeting**  
**November 30, 2010**  
**Minutes**  
**10:30-12:00**  
**CH-326**

The meeting started at: 10:37 am.

The department agreed to approve minutes from the October 14, 2010 meeting after grammatical corrections are made.

**Announcements**

- a. Don't forget to: lock doors and shut off computers and fans, especially if you are the last one to use the room for the day.
- b. New website was unveiled, comments and changes should be directed to Leo Flores with a CC to the Director.
- c. Extra compensation courses will be minimal if they are offered at all
- d. Confirm student attendance by Monday, December 6, 2010.
- e. The money donated for Eileen Blau was enough for a \$100 donation to a charity of Eileen's choice and a beautiful flower arrangement for the memorial event.
- f. Graduate Special Topics Course proposals due today
- g. CEA – CFP extension until Dec. 15, 2010
- h. Publication: Carroll, K. S. (2010). Examining perceptions of threat: Does an influx of Spanish speakers really pose a threat to Aruban Papiamentu? *Romanitas 4 (2)*.

After the announcement portion of the meeting, the director introduced Dr. Orlando Sotoymayor from the Economics Department at UPRM who spent the remainder of the meeting presenting on the financial situation of the Island and its impact on the University of Puerto Rico. Dr. Sotomayor agreed to distribute his powerpoint presentation to the English Department faculty and agreed to come in again for a follow up discussion with Department faculty. The Director agreed to schedule an additional meeting with Dr. Sotomayor at the beginning of the spring semester.

The meeting adjourned at 12:15pm.

Minutes respectively submitted by Kevin S. Carroll

Memo: Re: Threat to the Current Health Care Plan  
From: The Fiscal Emergency Committee  
To: The English Department Faculty and Non-Docentes

Colleagues:

As your representatives, two of us attended the APRUM meeting on Tuesday, October 12, 2010. At that meeting, we heard from APRUM officials that the university administration is planning to radically alter or eliminate our current medical plan. According to these officials, the administration wishes to return to the "old" system, under which each employee would have to negotiate individually with health insurance corporations for their health insurance. Under such a plan, we would lose our collective bargaining power, and each of us would have to negotiate individually with giant insurance corporations and their lawyers, whenever they tried to deny us medical care. As we all know, insurance companies put profits before people, so this is not a situation we want to find ourselves in.

Conscious of this dire threat, the members of APRUM voted unanimously to oppose any such plan by the administration. In addition, the Hermandad (HEEND) has also voted to vigorously oppose any alteration of the current medical plan, for the same reasons.

Speaking as your representatives regarding the current fiscal emergency, we believe there is no greater threat to our well-being and ability to continue our legitimate work at the university than an adverse change in our medical plan. We have already absorbed drastic cuts in our compensation, and many of us are financially stressed already. We therefore strongly urge the English Department to formally endorse and support the following agreement from the HEEND:

[Translated from HEEND circular, October 6, 2010 ([www.heendupr.com](http://www.heendupr.com))]

#### **Agreement Among the Labor Sectors of The University of Puerto Rico**

One of the most important achievements of the University community, over the last 25 years, has been to protect the health of the university members through the best possible medical plan at the least cost. The need for this benefit was first raised by the Hermandad de Empleados Exentos No Docentes in their negotiations [with the administration] in 1982, but it wasn't until 1984 that the university community voted in favor of the proposal, via referendum, thereby obligating the administration to establish what is today known as "el Plan Médico Único" of the university of Puerto Rico. This achievement, has not only benefited all the university employees, but has also covered their direct dependents.

**ENGLISH DEPARTMENT MEETING  
MINUTES FEBRUARY 22, 2011**

The meeting began at 10:30 am.

December 16, 2010 minutes were approved.

**Announcements:**

1. Official welcome to Co-Associate Directors: Drs. R. Chansky and R. Rivera (Ricia works MWF 7:30-2:30 and Rosita T & TH 8:00-4:30)
2. Congratulations to Drs. Lamore and Chansky who were married over the Winter break.
3. Jessica Lauer was accepted into a Ph.D. program at Michigan Tech University with full funding.
4. R. Román will work as a collaborator on a Department of Education grant which was awarded for approximately \$500,000 – *El Proyecto Academia para Formar Maestros de Alto Rendimiento (AForMAR)* <http://aformaruprm.blogspot.com/p/inicio.html>
5. L. Flores received a fellowship Award to participate in an NEH funded Digital Humanities Institute at the University of Denver this summer <http://blogs.uprm.edu/flores/2011/01/28/institute-for-the-digital-humanities-university-of-denver/>
6. Congratulations to B. Morales who is now the Associate Director of Graduate Studies.
7. Congratulations to D. Ortiz who is now the Dean of Academic Affairs.
8. R. Chansky and E. Lamore have been invited to serve as Advanced Placement Literature Examination Readers at this year's annual ETS AP Reading.
9. White boards were installed in three classrooms (CH-005, CH-324, CH-222), more will be installed when we can save up enough money from our small pool of revenue generated from Tell Me More.
10. All professors and TA's have been given scanning privileges on the photocopy machine. Please see directions posted in the photocopy room.
11. Next Department meeting is March 24 NOT February 24, 2011.
12. This semester only 1 Extra compensation was given for teaching, 25 credits worth of extra compensations will be paid out to theses chairs, 25 TA's were hired and all new TA's are teaching only have 1 course, No Temporary or part time professors were hired.
13. Syllabi – We are still missing a number of syllabi from professors this semester. Please email them to [Kevin.carroll@upr.edu](mailto:Kevin.carroll@upr.edu).
14. Committee Reports – First Semester – please submit them to [Kevin.carroll@upr.edu](mailto:Kevin.carroll@upr.edu) no later than February 28, 2011.
15. The Curriculum Committee is currently accepting submissions for Ingl. 3300 - Special Topics courses to be offered in the Fall and Spring semesters of academic year 2011-2012. Please email the proposals to [billyr.woodall@upr.edu](mailto:billyr.woodall@upr.edu). Deadline March 15, 2011.
16. The projector was installed in the Seminar room.

M. Sefranek and R. Román oversaw a discussion of a Departmental resolution regarding departmental exams offered during English classes and presented a survey that would be distributed to students and professors.

R. Román and M. Rivera presented potential advising changes to English majors interested in becoming teachers in order to attain NCATE and NCTE accreditation.

**Motion:** That R. Román and M. Rivera incorporate some of the comments that were made at the meeting today and that they be submitted to the department along with the standards and requirements required by NCTE. The changes will be made as soon as possible in hopes that the March 15<sup>th</sup> deadline for submitting can be met.

Submitted by: E. Martell



**Extraordinary Department Meeting**  
**March 1, 2011**  
**Minutes**

The meeting started at 10:40am in CH-326

After a discussion of previously circulated materials regarding the courses that English Majors who decide they want to become teachers will be advised to take a motion was passed to approve a revised version of the Curriculum Grid for Undergraduate English Majors perusing Teaching Certification.

The revised Curriculum Grid will be posted on the website for professors, current and prospective students.

The Interim Director made a request that some time be spent at the beginning of the next sector meetings discussing course-scheduling preferences for the fall 2011-2012 semester. Final course preference lists are due March 17<sup>th</sup>.

The meeting adjourned at 11:20A.M.

Minutes submitted by Kevin S. Carroll, Ph.D.

**ENGLISH DEPARTMENT MEETING  
MINUTES MARCH 24, 2011**

The meeting began at 10:30 am  
March 24, 2011 minutes were approved.

**Announcements:**

1. Dean Dr. Juan López Garriga was not able to make it today at the department meeting because he is sick. He will reschedule.
2. COE (Teacher Evaluations) – Will be conducted Thursday, March 31 – Wednesday, April 6 – Professors will be responsible for finding another professor to administer the COE and drop off the documents directly after the evaluation to the English Department. Unlike past semesters we will not be assigning specific professors and classrooms. Thus, you will be responsible for getting in touch with the professor in the rooms closest to your room and arranging the exact time and day you will administer the COE.

**Motion:** To try a New System to administer COE (Teacher Evaluations) for one semester and re-evaluate it at the departmental retreat in May. The result was: Twenty-three in favor, five against, four abstained. The motion was approved.

3. The second set of attendance confirmation will be April 6-12.
4. Tentative course scheduling for Fall 2011 will be ready at the beginning of April.
5. Individual Meetings with professors and the Director to discuss Coe Reports and next year's courses will be scheduled for the beginning of April.

**J. Lugo - Mellows Award Recipient for 2010-2011**

Candidates were considered and discussed. The result was: Twenty two in favor, six against, three abstained. Candidate A was selected by the faculty to receive the award. Paloma Muniz will be this year's recipient.

**J. Géliga presented Graduate Committee Survey Results**

Regarding graduate students' interests/experience/suggestions regarding open-content courses (Special Topics and Studies in Literature).

**L. Flores – Resources and Opportunities**

NEH Funding Opportunities, Faculty Research Awards and the Humanities Initiatives.

Submitted by: E. Martell

## **ENGLISH DEPARTMENT MEETING MINUTES MAY 20, 2011**

The meeting began at 9:15 am  
May 5, 2011 minutes were approved.

### **Announcements:**

1. Professor N. Tirú has recently been hospitalized with a broken hip. We are collecting money to buy her flowers donations can be left with Kathy.
2. Please hand in your classroom keys on the last day you teach.
3. The Department will be closed over the weekend. A call will be made to the Dean of Administration to ensure that the classrooms for final exams will be open on time. I will e-mail all professors and TAs the extension for the "Guardia Universitaria", just in case you need to call them.
4. A big thanks to Marylian Rivera for representing graduate students on the GC and in Faculty meeting throughout the academic year.
5. Congratulations and thank you to Professors M. Toledo for all of her years of service in the English Department.

### **Election of Personnel committee Members and Graduate Committee Members:**

**Personnel Committee** – Four faculty members were nominated for the two vacant positions and Professor J. Lugo and E. Pratt were both elected to serve full terms.

### **Graduate Committee –**

Motion passed: In the election of the Graduate Committee members the two people who receive the most votes get the (3 year terms), and the third highest vote total will receive the (1 year term).

After voting the new members of the Graduate Committee are: **J. Géliga (3 years), N. Vicente (3 years) and M. Sefranek (1 year).**

M. Sefranek presented results of survey regarding departmental exams being offered outside of class time. A final version of the resolution will be submitted before the next departmental meeting.

J. Géliga presented a GC Motion regarding the undertaking of supervising thesis credits *ad honorem*.

**Motion:** English Department Professors will not serve as the chair of any graduate student's thesis committee if they are not compensated as stipulated in certification

The GC – will write up a formal letter which will be sent to all of the Deans and Senate where the motion and justification is clearly articulated.

A discussion was held regarding last year's motion for the PC not to recommend applications for temporary or part time positions.

A discussion was held regarding the administration of the COE (Professor Evaluations) was held. The Department decided that it will continue with the new way of administering the COE by