

**English Department Meeting**  
**9 February 2017**  
**Hartnett Hall 301**

*Present:* S. Aleshire, A., Bowen, R. Fischer, R. Kibler, P. Kurtz, F. McCahill, H. Nelson, M. Sherve, S. Tangney, N. Thom-Arens, A. Watts,

*Approval of Minutes:* Robert **moved** to approve minutes of November 2016. Nicole called the **second. Motion approved.**

*Scheduling for 2017-2018:*

*Needs* involve scheduling faculty to teach ENGL 315 *Technical & Professional Writing*, ENGL 238 *Children's Literature*, ENGL 390 *Methods*, and ENGL 220 *Intro to Literature*.

**Strategies:** Caps on courses.

*English Club and Sigma Tau:* Ash and Sarah are new Advisors for these organizations. English Club meetings are on Saturday. Margaret will be traveling with students to Louisville.

*Admissions Exceptions Committee:* Nicole will replace Margaret on this committee.

*Orientation:* Need for an English contact who will help students with Advising.

*ENGL 191:* Advise students into ENGL 191.

*Awards Banquet and Retiree Acknowledgement:* Needs organized and scheduled.

*Upcoming Conference.* Anne McMillan and Wyatt will present.

*Next meeting:* Tuesday, March 7