

English Department Meeting
14 February 2019
Hartnett Hall 301

Present: S. Aleshire, R. Fischer, E. Furuseth, C. Lozensky, R. Kibler, P. Kurtz

Approval of Minutes: Approved minutes of 13 November 2018

Program Review: Completed. Eric has made it available for perusal and spot-check.

Changes to Catalogue: Update of Minor and Concentrations completed by Patti and submitted to Registrar by Eric.

New Hire: Submission due date is Feb. 15. Please review applications and applicants. Fall 2019 courses available to the new hire will include 110s and H. Nelson's courses. Chris is willing to trade some 120s for the 110s if the new hire so desires. Concerns about adjusting the for the new hire was discussed and the suggestion made that the re-adjustment of the Fall schedule be done at a Dept. meeting so that faculty can weigh-in on the impact of slotting time spots for the new hire (rather than being arbitrarily done without the knowledge of faculty whose courses are impacted due to conflicting courses and the needs of students to be in both courses, etc.).

Shakespeare Fest/Northern Plains Conference funds: Budget calculated and request submitted.

Department Budget: Submission of budget due Feb. 15. Requests include student desks with wheels; upgrades for faculty office computers; money for beginning of the year Dept. kickoff; and a laptop lab classroom.

Writing Center: Writing Center budget on the overall Dept. Budget was missing but is now restored.

Travel Budget: Humanities Dept. and Art Dept./Communication will split the Travel Budget 50/50, which should allow each faculty \$2,500 for travel expenses.

Seminar Room: Sarah reports that the English 191 has put forward a request to have HHall 303 converted into a Seminar room with a table and 12 chairs in it and that students be allowed to paint the walls (each wall a different color).

Schedule for Fall 2019: The MTWThF Matrix was used to plot courses and make changes to correct for slotted time conflicts. See attached.

Next meeting: Tuesday, March 19.

English Faculty Schedule for Fall 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	Sarah A. 270 Patti K. 087	9:30 Sarah A. 120 Robert K. 251 N.P. 110	Sarah A. 270 Patti K. 087	9:30 Sarah A. 120 Robert K. 251 N.P. 110	Sarah A. 270 Patti K. 087
10:00	N.P. 315 Chris L. 120 Ron F. 110 Cathryn H. 110		N.P. 315 Chris L. 120 Ron F. 110 Cathryn H. 110		N.P. 315 Chris L. 120 Ron F. 110 Cathryn H. 110
11:00	Sarah A. 110 Cathryn H. 110 Patti K. 238	Eric F. 225 Chris L. 110	Sarah A. 110 Cathryn H. 110 Patti K. 238	Eric F. 225 Chris L. 110	Sarah A. 110 Cathryn H. 110 Patti K. 238
12:00	N.P. 120 Ron F. 232 Cathryn H. 261 Chris L. 120		N.P. 120 Ron F. 232 Cathryn H. 261		N.P. 120 Ron F. 232 Cathryn H. 261
1:00	N.P. 120 Patti K. 322 Chris L. 120		N.P. 120 Patti K. 322 Chris L. 120		N.P. 120 Patti K. 322 Chris L. 120
2:00	Ron F. 211 Staff 110 Patti K. 238	Cathryn H. 430 N.P. 110 Patti K. 088	Ron F. 211 Staff 110 Patti K. 238	N.P. 110	Ron F. 211 Staff 110 Patti K. 238
3:00					
4:00	Patti K. 491	Ron F. 390	Patti K. 318	Ron F. 390	
Evening	7:30 Staff 110			4:30 Robert K. 20	
Online	Chris L. 110 Chris L. 8 wk 120				

N.P. = New Person