

**English Department Meeting**  
**18 April 2019**  
**Hartnett Hall 301**

**Present:** R. Fischer, E. Furusest, C. Lozensky, P. Kurtz

**Approval of Minutes:** Approved minutes of 19 March 2019. Chris moved. Patti seconded. Approved.

**Hiring Committee Meetings:** Presentations by candidates will be Tuesday and Thursday (April 23 & 25) at 3:00 in one of Room 300 TBA. Lunch with Josiah on Tuesday at 12:15 in Cafeteria, and Sarah 12:15 on Thursday. Socials at Roberts on Tuesday and Thursdays around 6:30. A Minot tour needs to be arranged.

**Summer Syllabi Due:** April 18/19.

**Fall Syllabi Due:** 13<sup>th</sup> of May.

**Syllabi for Online Classes for Summer:** Listed by only as staff, no instructor named. Syllabi for them must be turned in yet no name is on the course. However, the Master Shells should cover them.

**Student Awards:** Katy will send out names of all majors for nominations.

**Syllabi:** Must meet new criteria, such as placement of title, hours per course. A meeting for faculty will be held to educate faculty about syllabi requirements. Syllabi for Summer classes must be in by 9 April.

**Retirement Party:** TBA.

**Writing Center:** Writing Center needs to change the name Support Center has exclusive use of the word "Center."

**Next meeting:** September TBA.