

UNIVERSITY OF PUERTO RICO, MAYAGUEZ

Department of English

Annual Committee Reports 2011-2012

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Curriculum Committee Annual Report 2011-2012

Prepared by Leonardo Flores

In the 2011-2012 academic year, the Curriculum Committee (CC) met 7 times. It was constituted of the following members: Catherine Fleck, Leonardo Flores, Jose Irizarry, Waleska Morciglio, Rosita Rivera, Rosa Roman, Iris Toro, Betsy Morales, and Sandra Rios.

It completed the following tasks:

1. It discussed the process for English 3300 proposals and decided that:
 - It would evaluate proposals holistically.
 - It would approve, approve with suggested changes, or not approve course proposals.
 - It would approve multiple proposals, as long as they had merit.
 - And it would not rank, prioritize, or suggest scheduling of the approved proposals.
2. It reviewed and approved two 3300 course proposals:
 - a. Children's Literature by José Irizarry
 - b. Young Adult Literature by Rosa Román
3. It changed English 3300, modifying its number of credits from 3 to variable 1-6 credits.
4. It discussed and made suggestions about the exam entrance level for Basic English (3101).
5. It approved the following courses:
 - a. INGL 3286 CREATIVE WRITING: FICTION
 - b. INGL 3175 POETRY WRITING
 - c. INGL 4207 SYNTAX
6. It approved a Curricular Sequence in Writing and Communication

Unfinished business:

- a. Consideration of a motion from the Literature Sector to change INGL 4030: Seminar to not have INGL 3231: Expository Writing I as a prerequisite.
- b. Consideration of a new course: INGL 4xxx: Guided Research

Graduate Committee Annual Report Academic Year 2011-2012

Respectfully submitted by Graduate Committee Chair, Ricia Anne Chansky

2011-2012 Graduate Committee Members: Eric Lamore, Mary Leonard, Catherine Mazak, Betsy Morales, Mary Sefranek, Linda Rodriguez, and Nancy Vicente

2011-2012 Graduate Student Representative: Matthew Kobialka

- At the close of the 2010-2011 academic year, Jocelyn Gelíga resigned as Graduate Committee Chair/Graduate Program Coordinator. The committee gratefully acknowledges her diligence and efforts as the Committee Chair/Program Coordinator.
- The committee nominated and elected Ricia Chansky as the new Committee Chair/Program Coordinator. Interim Director, Kevin Carroll, ratified this decision and effective August 2011, Chansky became the new Committee Chair/Program Coordinator.
- In August, the Graduate Committee, in close partnership with other factions of the department, sponsored a workshop on applying to graduate school for undergraduate English majors interested in the MAEE Program and other external MA or MFA programs and for MAEE students interested in applying for doctoral programs.
- The Graduate Committee organized both a fall semester and spring semester “Meet and Greet” for incoming MAEE students to (1) welcome them to the program, (2) introduce them to faculty members and other students, (3) explain essential policies of the MAEE Program, and (4) answer any questions that the students had.
- The Graduate Committee organized an in-depth marketing campaign to recruit applicants to the MAEE Program that targeted undergraduate English departments throughout Puerto Rico. This campaign included print and digital marketing materials that were circulated to colleges and universities across the island. Student workers in the Department of English assisted with this project by collecting the appropriate contact information for target departments. The department received a record number of applicants for both the spring 2012 and fall 2012 semesters, 13 and 19 respectively.
- Committee Members worked diligently to interview carefully each of the applicants, assess her/his application, and make a presentation to the committee as a whole. The committee met several times over the course of the year to assess candidates and make relevant admissions decisions, including recommendations regarding assistantships.
- The committee created an ad hoc committee to study the Comprehensive Examination and to create a report outlining possible revisions to the guidelines of the examination. The committee dedicated several meetings to the revision of the examination guidelines and introduced the new guidelines at both a departmental meeting and a special meeting for graduate students and faculty members. The new guidelines may be reviewed in the Graduate Handbook, a pdf of which is available through our website. Briefly, the main changes are that (1) students will now need to register for the examination one semester prior to taking it, (2) students will now have to create a bibliography of scholarly sources to be used on the exam (to be filed with the exam application)

and (3) the final research paper of the old exam has been changed to a specialization question on the new exam.

- The committee further created a policy to oversee undergraduate students' enrollment in graduate level seminars. Undergraduate students wishing to take such courses must meet with the Director of the Department or the Graduate Program Coordinator to evaluate both gpa and number of credit hours completed. There is a form on the website that must be filed prior to enrollment.
- Each member of the Graduate Committee observed one or more graduate student teacher in the classroom setting (who was not currently enrolled in TADs). Committee Members received detailed lesson plans from students, evaluated these pre-class materials, observed the class, wrote a detailed assessment of the class and the teacher, met with the student to discuss the observation, and then filed copies of the evaluation with the student, the department director, and the program coordinator.
- Each semester the Graduate Handbook has been updated and uploaded as a pdf to the departmental website.

Orientation Committee Semester II 2011-2012 Report

The orientation committee met on March 20, 2012.

The purpose of the meeting was to discuss and recommend the Mellowes Award recipients.

Present: Roberto López, José Irizarry, Iris Toro, Myrna Rivera, Waleska Morciglio, Jeannette Lugo, Rosita L. Rivera

Excused: Gayle Griggs, Nancy Vicente

1. Mellowes Award Nominees

- a. Candidates A, and B were considered and discussed. Candidate **A** and Candidate **B** were recommended because they had the same score.
- b. After discussing each case, a motion was presented to submit both candidates as Mellowes Award Recipients. The following points were discussed:

Summary Candidate A:

- Candidate A is a linguistics major
- She has a better GPA than candidate B (3.90)
- She is in the teacher preparation program
- She is completing her degree in four years
- She doesn't belong to any student association
- She doesn't have any honors/awards/achievements other than the Dean's List
- She did not provide her CV, but was interview by two members of the Orientation Committee

Summary Candidate B:

- She is a literature major
- Although her GPA is 3.80 she has actively participated in both department associations, publications, and extracurricular activities
- She is an active member of LOWAC
- She is currently working with a professor as editor for a major project/publication
- Belongs to the Golden Key International Honor Society
- She provided her CV and was interview by one member of the Orientation Committee

2. Motion

- a. To submit both Candidate **A** and Candidate **B** as Mellowes Award Recipients.
- b. The motion passed unanimously.

Meeting adjourned at 11:20 am.

Personnel Committee

2011-2012 Annual Report

Originally Submitted by G. Griggs, May 29, 2012

During the 2011-2012 academic year, the following professors served as elected members of the Personnel Committee: J. Casey, J. Lugo, B. Morales (Representative for Faculty PC), E. Pratt, M. Ortiz, and G. Griggs (Chair).

J. Casey and M. Ortiz completed three years service to the PC (2009-10, 2010-11, and 2011-12). B. Morales and G. Griggs have served two years (2010-11 and 2011-12). E. Pratt and J. Lugo have served for one year (2011-2012).

During the academic year, the Personnel Committee completed all PC business for the year and held fourteen meetings on the following dates:

1. September 1, 2011	8. February 2, 2012
2. September 14, 2011	9. February 23, 2012
3. October 19, 2011	10. February 28, 2012
4. October 25, 2011	11. March 27, 2012
5. November 22, 2011	12. May 3, 2012
6. January 12, 2012	13. May 8, 2012
7. January 19, 2012	14. May 17, 2012

During the 2011-2012 academic year, thirteen faculty members were up for personnel action. Of these, five (38%) candidates submitted the necessary documentation for action, which consisted of four promotion cases and one tenure case. The five candidate files were completed, submitted by the deadlines established by the Faculty of Arts & Sciences, and recommended to the Faculty PC for personnel action effective July 1, 2012. During the academic year, the Director formally recused himself from all PC decisions.

Five applications for sabbatical were submitted to the PC. However, these cases did not proceed due to the moratorium until December 2012 for sabbatical consideration, Certification 11-12-107.

The PC distributed and administered evaluations of the Interim Director of the Department of English (Appendix L) to all faculty and personnel of the Department. Twenty-four persons handed in their responses, which the PC tabulated and formally reported to the Director and to the Dean of Arts & Sciences.

Seven professors requested class visitations. The PC members conducted the class visitations and completed reports for the seven professors. In addition, the PC reviewed, evaluated, and completed the annual personnel evaluation files for these seven faculty members.

The PC members evaluated applications for temporary contracts for Semester I of the 2012-13 academic year and recommended three candidates.

In order to expedite the PC's work, PC members evaluated, revised, and updated intra-departmental documents and paperwork. In addition, the PC unanimously agreed that all personnel action cases would be evaluated and completed if the paperwork is submitted by the deadlines established by the PC members.

During the 2011-2012 academic year, a PC representative attended all the Faculty of Arts & Sciences Personnel Committee meetings.

Grievance Committee

The Grievance Committee did not meet during the fall semester. During the spring semester the committee met three times to tend to a case brought by one professor toward another. The two sides were able to come to piece over the matter and the grievance was dropped. Records of the grievance will be kept by the chair of the grievance committee for one year and will then be disposed of.

ESL Sector Annual Report

Minutes (September 8, 2011)

Present: Judy Casey, Jeannette Lugo, Cathy Mazak, Waleska Morciglio, Mabel Ortiz, Myrna Rivera, and Iris Toro

Resolutions:

- Dr. Cathy Mazak was appointed co-coordinator of our sector
- We will invite our department Director to join us in our next meeting to address some concerns

Our meeting focused on concerns and questions about the following issues:

- Teaching assistants teaching 3101-02
 - criteria used to assign them to these courses
 - training and supervision
- Curricular revision
 - update on the process
 - need to update objectives to reflect the INGL 0066 changes
- INGL 0066
 - supervision
 - assessment
 - entrance and exit criteria
 - total number of students who registered and total number of students who did not register
- Role and responsibilities of the ESL Sector
- Role of the two ESL representatives at the Curriculum Committee
- ESL Science and Communication course – update
- Number of 3101-02 sections decreasing

Minutes (October 20, 2011)

Attended: Judy Casey, Jeannette Lugo, Cathy Mazak, Waleska Morciglio, and Mabel Ortiz

In this meeting we discussed the following with our department chair:

- Teaching assistants teaching 3101-02
 - criteria used to assign them to these courses, and training and supervision
- INGL 0066
 - Nicole prepared 3 exit exams
 - We approved the following motion: **The ESL sector moves to lower the placement level requirement for INGL 3101 to 150 on the ESLAT for three years. Data will be collected on this change for two years and a report will be generated after three years. This change will be effective August 2012. A monitoring report will be delivered in the Spring of each year. ***
 - Role and responsibilities of the ESL Sector
- Number of 3101-02 sections decreasing

*This motion was approved in the last department meeting (December 8, 2011) without opposition .

November 10, 2011

Meeting cancelled – no quorum.

February 9, 2012

Minutes

We looked at the ENGL 3191 syllabus and decided to look for answers to the following questions:

1. Is the syllabus based on Certification 130?
2. Do we need to submit a new syllabus?
3. Is this course offered in other UPR campuses?
4. What do we need to do to change the course number?

We also agreed to invite Prof. Roberto Lopez, who has been teaching this course, to our next meeting.

March 29, 2012

Meeting cancelled due to extraordinary department meeting.

Literature Sector Annual Report

The Literature sector had 2 meetings during the Fall semester, during which Eric Lamore was coordinator. During the second semester three meetings were called; one did not have quorum and another was replaced by an English Department extra-ordinary meeting. Therefore there was one meeting and one very successful meeting with students, for which the Literature Festival was combined with a Meet and Greet.

At all the Lit Sector's meetings, attention has been on 4 areas.

- 1) Planning, developing and implementing a minor or Certificate in Literature (unanimous agreement)
- 2) Implementing an MA in Literature, for which one course (Ingl. 6448) was approved two years ago and others appear to be close to approval. (unanimous agreement). Student demand continues as do student petitions for Ingl. 6448 (the one approved course) to be offered again.
- 3) Removing Ingl. 3231 as a pre-requisite for the Lit Seminar (Ingl. 4030) and replacing it with a course to be borrowed from UPR – Rio Piedras (Expository Writing II), which would be more appropriate as preparation for research in literature (unanimous agreement)
- 4) Bringing Advanced English under the aegis of the Lit Sector. There was unanimous agreement on this issue within the Lit Sector, but it was voted down at the English Department meeting.
- 5) Promoting the program by means of a combined Literature Festival and Undergraduate Meet and Greet. This was planned to introduce literature majors not only to each other but to the program as well, and it was extremely successful, attended by over 100 students and Literature professors. The event focused on Shakespeare, as the festival was held a few days before Shakespeare day, and Mark Twain. Literary costumes were worn and students provided refreshments.

Faculty hiring has also been discussed: the Sector requested a “plaza” to fill the lacuna left by Jason Pearl's resignation in 2008, and that request has been repeated each year. Dr. Pearl's focus was on 16th and 18th century British Literature, and these areas, especially the 16th century, where we have needed more faculty for 4 years now.

Nandita Batra

8 July 2012

Linguistics / Applied Linguistics Sector Committee Semi-annual Report: Spring, 2012

LAL Sector Committee

Coordinator: Dr. Nevin Leder

Meeting Dates and Attendance

Scheduled meetings were: 2/9, 3/1 3/29

Convened Meetings: 3/1

Four committee members attended the one sector meeting that was convened: Drs. Kevin Carroll, Catherine Fleck, Nevin Leder, and Billy Woodall. The February 1 meeting was cancelled because Fleck and Leder could not attend, and the March 29 meeting was pre-empted by an extraordinary English Department meeting.

Topics of Discussion

The committee focused on one topic over the semester: development of a lower level grammar course (lower than the only current course, ENGL 4206).

Dr. Leder suggested the addition of this course with the justification that there was a need to adopt or create a lower level grammar course because many students lack a basic foundation in grammar, which Leder believes is necessary for adequate progress in ENGL 4206. Everyone agreed with this point. Discussion then followed regarding how best to implement a new course. Everyone recognized the difficulty of creating new courses and the extensive time it takes to get a new course approved. Hence, everyone agreed that the best option would be to try to adopt an existing course. Of the courses available, ENGL 3205 appeared to all members of the LAL committee present to be the best option. However, a few members noted that the description for ENGL 3205 references a prerequisite of passing a certain test at level 5. Since we don't give that test, this seemed problematic. However, other members opined that the rules for adopting courses were quite flexible, and that, therefore, we could adopt the course without this prerequisite. Given this discussion, the following motion was passed:

MOTION: "The LAL Committee agrees to pursue the paperwork necessary for adopting INGL 3205 and to adapt the prerequisites to fit our program."

In addition, the Committee passed a motion to have Dr. Carroll take Dr. Rosa Roman's place as the LAL committee representative at the Curriculum Committee, for the semester.

Writing and Communication Sector Second semester 2011-2012 Report

The committee met two times this semester February 9, March 1, our March 29 meeting was cancelled because of an extraordinary department meeting.

1. The sector discussed, revised and finally approved two creative writing courses that already exist at UPR Río Piedras: INGL 3175 POETRY WRITING and INGL 3286 CREATIVE WRITING: FICTION. These courses were later approved by the CC with minor changes and they will be considered by the Department next semester.
2. The sector coordinator discussed the Curricular Sequence in Writing and Communication with the Curriculum Committee and asked for the CC to schedule the discussion of the sequence. In fact the Curricular Sequence in Writing and Communication was approved by the CC and later by the Department of English.
3. Members of the sector decided to make a concerted effort to submit more special topics courses in writing and communication starting in the academic year 2012-13.

COURSE COORDINATION REPORTS

3101-3102 Semester Report

Fall 2011

3101 - Sections: 20

Instructors: Jeannette Lugo, Cathy Mazak, Waleska Morciglio, Myrna Rivera, Iris Toro
Rene Rodriguez, Melissa Torres and Alison Torres

3102 – Sections: 6

Instructors: Jeannette Lugo, and Georgia Smyrniou

August 23 Meeting

Attended: Cathy Mazak, Waleska Morciglio, Myrna Rivera, Iris Toro and Lisa Ortiz

In our August 23 meeting we agreed on the following:

1. The 3101 final exam will include:

- Vocabulary- the first 2 chapters of each unit (Units 1, 2 and 3)
- Grammar: Simple Present, Present Progressive, Simple Past, Past Progressive, Future, WH-questions and Comparatives and Superlatives

Note: The following people are working on the following sections of the exam:

Vocabulary: Myrna and Iris

New Readings: Melissa and Alison

Grammar: Cathy and Rene

2. The 3102 final exam will include:

- Vocabulary-the first 2 chapters of each unit (Units 4, 5 and 6)
- Grammar-Basic Tenses, Present Perfect, Past Perfect, Modals and Passive Voice

Note: The following people are working on the following sections of the exam:

Vocabulary: Lisa

New Readings: Jeannette

Grammar: Georgia

3. We decided to look at past exams for readings and I said I would send electronic copies of past final exams.

4. We agreed to evaluate textbooks for next year. I contacted book reps and they sent us copies of the latest they have. Cathy volunteered to develop a rubric for evaluating the textbooks.

November 8 Meeting

Attended: Waleska Morciglio, Myrna Rivera, and Iris Toro

Rene Rodriguez, Alison Torres and Melissa Torres

In our Nov. 8 meeting we went over the following:

1. The semester report (as of Nov. 7)
2. The vocabulary items for the final exam developed by Prof. Myrna Rivera and Prof. Iris Toro
3. The new readings prepared by Alison Torres and Melissa Torres

Note: A follow up report was sent to all the members of this committee on October 4 summarizing the decisions made in our August 23 meeting. This end of semester report was sent to all the members of the 3101-02 Committee on November 14, along with the vocabulary and new reading sections of the final exam for revision and feedback.

3101-3102 Semester Report

Spring 2012

3102 – Sections: 18

Instructors: Jeannette Lugo, Cathy Mazak, Waleska Morciglio, Myrna Rivera, Nataly Rodriguez, Iris Toro, and Georgia Smyrniou

January 17, 2012

Minutes

Present: Jeannette Lugo, Cathy Mazak, Waleska Morciglio, Myrna Rivera, and Iris Toro

1. We decided to cover Units 4 and 6 (all the chapters in each) and eliminate Unit 5.
2. The following people are going to work on these sections of the final exam:
 - New Readings - Jeannette Lugo and Waleska
 - Vocabulary - Iris and Myrna
 - Grammar - Cathy and Nataly
3. We looked at the textbook evaluation rubric prepared by Cathy and textbooks to be evaluated were distributed.

Note: On February 7 an e-mail with the this information was sent to all committee members.

March 20, 2012

Minutes

Present: Cathy Mazak, Waleska Morciglio, Myrna Rivera, and Iris Toro

We met to decide on textbooks for next year. We did not make a final decision.

May 8, 2012 (Extraordinary meeting)

Minutes

Present: Cathy Mazak, Waleska Morciglio, Myrna Rivera, and Iris Toro

We decided to adopt the following books:

1. Fundamentals of English Grammar: Workbook (B. S. Azar)
2. NorthStar – Level 4 (A. K. English and L. M. English)

English 3103-3104 Course Committee Report 2011-2012

Introduction

During the 2011-2012 semester the English 3103–3104 course committee held six meetings that included a general orientation for Graduate Teaching Assistants (GTAs) many who were teaching the courses for the first time. The orientations focused on the use of the textbook and other didactic materials, a discussion on the evaluation of student writing, and the use of rubrics. Other matters that were discussed were the use of the Internet, specifically, Moodle, and the drafting of the final exams for both English 3103 and 3104.

The English 3103-3104 committees were comprised of both full-time faculty members and GTAs. Four full-time members taught 10 sections of 3103 and three full-time members taught eight sections of 3104. Twelve Graduate Teaching Assistants (GTAs) taught 21 and 24 sections of 3103 and 3104. Altogether, 16 faculty members and GTAs taught 78 sections during the 2011-2012 school year.

English 3103 Meetings

On **September 13th** there was a general orientation about the course, what is taught in the course, the genres, and how to use the textbook. Since the makeup of those teaching the course is primarily GTAs, much of the time was spent explaining expectations for students, and the types of problems that can be encountered with students and how to attend to them.

On **October 5th**, the committee met again to share readings from the *New York Times* and how to use them in the classroom. Sharing time took place with GTAs and professors who gave examples of teaching lessons for writing that had worked well in their courses. A discussion took place regarding the use of the resources in the library to teach 3103. All professors and TAs were encouraged to set up a time to go to the library with their students and receive the workshop prepared by the librarians.

On **November 15th**, the course coordinators shared the use of rubrics for writing and discussed how to use them. The final exam committee was also formed at that time and the group brainstormed possible topics. They agree to look for readings on the Gasoducto. The final exam sub-committee met two more times to develop and prepare the exam, which was given in December 2011.

English 3104 Meetings

On **January 17^h**, Drs. Pratt and Rios facilitated the meeting where again, GTAs were given an orientation on teaching 3104 including the expectations for the course and the potential problems that they could encounter. Dr. Rios presented the use of Dropbox with readings on literature and poetry. The goals and purpose of 3104 were discussed to assure that the course was taught as a writing course that uses literature rather than a pure literature course. Dr. Pratt shared rubrics for evaluating essays written about literature with emphasis on short stories, poems, and drama. Four professors and eleven GTAs were present.

On **February 14**, there was a combined 3104/TADs meeting where Dr. Leo Flores presented a workshop on teaching poetry to 3104 students. Dr. Flores used a Prezi Presentation and later put it on the Department Website for all to use. Three professors and twelve GTAs attended this workshop.

On **April 19th**, the exam sub-committee for 3104 was formed. Four GTAs volunteered to work on the exam. There was discussion about the topic for the exam and it was decided to use LGBT issues as the main topic. Members of the committee looked for readings and a film to make on which to base the exam. During the rest of April and into May the course coordinators prepared exam questions for the selected readings and film that were chosen for the exam. Arrangements were made for viewing the film before the exam. Three professors and twelve GTAs were present.

Conclusion

As in previous years, the majority of professors teaching English 3103-3104 have been GTAs. with an average of three professors to 12 to 15 GTAs. Even though the GTAs take the UTD course and are supposed to receive help in teaching their courses, more time is needed to address all of their needs and concerns regarding the preparation and teaching of the course. It is recommended that more professors need serve as mentors in the course for the GTAs. More full -time professors need to teach the course.

Recommendation and Significant Aims for the Fall 2012 semester:

- 1) Review of potentially new texts for INGL 3103/3104 for the 2011-2012 and 2012-2013 academic years (these are reviewed and updated every two years by the committee writ large). Based on feedback from the final extraordinary meeting of the Committee in August 2011, members would like to see open source material replace the two required textbooks, while a writing handbook from a publishing house remain a requisite purchase for all INGL 3103/3104 students.
- 2) Discussions need to take place about the purpose of freshman composition and its role in the teaching of academic writing. The committee needs to revisit the course objectives to address growing needs related to academic writing in the disciplines in English.
- 3) Updating the course syllabi and guidelines

Advanced English Committee Annual Report: Academic Year 2011-2012

Respectfully submitted by Co- Chairs, Ricia Anne Chansky and Eric D. Lamore

2011-2012 Committee Members: Ricia Chansky, Lawrence Chott, Eric Lamore, Mabel Ortiz, and Ismael Rivera

- The committee met over the academic year to discuss such topics as the required textbook, book orders, the inclusion of Moodle into the classroom, classroom examinations, and the final examination.
- The committee organized the fourth annual Out Loud! Festival in the spring semester. This year's festival included two student organizers who were essential in assisting with the planning and execution of the festival. Almost one hundred Advanced English students participated in this year's festival by presenting academic papers, digital and film presentations, visual artworks (including drawings, paintings, photographs, fiber arts, and three-dimensional projects), musical and dance presentations, and recitations. All of the presentations at Out Loud! grow from the academic projects completed in 3211 and 3212. This year almost six hundred students, parents, faculty members, and other members of the university community visited the Out Loud! gallery and/or attended the Out Loud! performances. The organizers of the Out Loud! Festival also maintain a website under the UPRM .edu blogs system.