

English Department Meeting  
Minutes

August 10, 2006

Meeting started at 11:00.

Minutes were approved as amended.

Announcements:

1. Dr. Mazak asked for pictures of activities to include on the Department web page. She also asked faculty to email her with ideas for tech training workshops.
2. Faculty asked about software available.
3. Course evaluations for 1<sup>st</sup> semester 2005-06 are ready.
4. New faculty introduced.
5. Graduate handbook ready and sent by email.

Issues discussed:

1. Teaching assistant development and support course was approved – Dr. Dayton read description, justification and objectives. Suggestions:
  - last four numbers of the 6XXX code should show the courses are progressive
2. Strategic Plan
  - Report on the 2000 – 2005 Strategic Plan was approved as amended
3. Strategic Plan 2005-2010
  - It will be discussed in September
4. Administrative Assessment Report will be discussed at the October meeting
5. Other business
  - Student representative for Comité de Consulta will be elected August 25
  - Optica – proposals will be accepted until September 10
  - Dr. Geliga and Dr. Irizarry need translators and transcribers

Submitted by B. Virtanen and W. Morciglio

Approved  
Sept 12, 2006  
B. Virtanen

ENGLISH DEPARTMENT MEETING  
MINUTES

SEPTEMBER 12, 2006

Meeting began at 11:00 a.m.

August 10, 2006 minutes were approved as amended.

Agenda order was changed: Item #5 became #3. (See attached agenda.)

Announcements:

- Dr. Aixa Rodríguez was welcomed back as a full time professor.
- Treatment of computer and projector equipment was discussed.
- Office closes at 4:30 p.m. Those professors who have offices within the main office can not hold office hours past 4:30. Please make sure to close the door after 4:30.
- All announcements will be sent via e-mail. Professors were told to check e-mail. If you need help with e-mails, please contact Prof. Cathy Mazak.
- All copies of committee minutes should be sent to Kathy Jorge for record keeping.
- A copy of all proposals, reduced loads and grants need to be sent to Kathy Jorge for record keeping.
- Keep photocopying to a minimum. Each person is entitled to 200 copies per month.
- Proposals for English 3300 (Special Topics) are due Friday, September 15, 2006.

Issues discussed:

- Personnel Committee Presentation about rules and responsibilities by Profs. Ellen Pratt and Raymond Knight-Copy of the presentation will be e-mailed to everyone in the department. The deadline for promotion will be the end of October (more details later). Questions and concerns send e-mail to: Prof. Ellen Pratt at [epratt@uprm.edu](mailto:epratt@uprm.edu).
- Administrative Assessment Report-Dr. Virtanen read and discussed the highlights of the report. Two motions were presented:
  1. To explore the possibility of changing the current orientation method for individual faculty to receive *descarga* to advise undergraduate students. Motion passed with no opposition and 3 abstentions.
  2. To postpone the vote to approve the Administrative Assessment Report until all members of the Department receive the version edited on September 12 and copy of the original letter requesting the Assessment Report. Motion did not pass: 9 were in favor; 17 against and 3 abstentions.
- Motion to adjourn was presented at 12:55.

Submitted by Mrs. K. Jorge

# DRAFT

Strategic Plan 2005 to 2010

Department of English  
University of Puerto Rico at Mayagüez

Prepared by

**Beth L. Virtanen, PhD**  
**Interim Director**

**In consultation with**  
**the Faculty Members of the Department of English**

September 12, 2006

Approved by the Department of English

Date: \_\_\_\_\_

## Table of Contents

Introduction.....	3
Department Mission.....	3
Department Goals .....	3
Disciplinary Committees .....	4
MAEE Program Mission.....	4
MAEE Program Goals .....	4
Academic Programs .....	5
Teaching.....	7
Non-Teaching Personnel.....	9
Students.....	10
Internal Administration.....	11
Resources .....	11
Facilities, Physical Plant .....	12
Committees .....	13
Conclusion .....	14

## English Department Strategic Plan 2005 to 2010

### Introduction

This Plan presents the planned activities in the Department of English from 2005 to 2010 to set the goals for the Department to accomplish in the next planning cycle. It follows the structure of the 2000 to 2005 planning document. It begins here with the update and reiteration of the Department's Mission and Goals, the Discipline Steering Committees, and the MAEE Program Mission and Goals, the Mission and Goals for the MA in Literature Program approved by the Department, and followed by a description of the emphasis for strategic planning in this cycle, the methods for achievement, and the determiners of success for each objective.

### Department Mission

The English Department, which exists in an academic environment in which English is a Second Language, addresses the needs of all students who enter the UPR-Mayagüez. It directs its efforts towards the development of educated, responsible, and cultured citizens and professionals in English and its disciplines, including Linguistics, Literature, Writing and Communication, English Education, and English as a Second Language. Graduates of departmental programs will be qualified to contribute in an effective manner to the social, cultural, and economic development of Puerto Rico and the world at large. The English Department focuses its efforts and initiatives equally in three fundamental areas: instruction, research and creative work, and service to the university community.

### Department Goals

The English Department has designated the following as its goals:

- To award the degree of B. A. in English with a Specialization in Linguistics, Literature, and/or Writing and Communication
- To award the degree of M. A. in English Education
- To complete the process of approval to award the degree of M. A. in Literature
- To work toward the approval and implementation of an M.A. in TESOL
- To work toward the approval and implementation of an M. A. in Media, Literature, and Culture
- To work toward the approval and implementation of a Graduate Certificate in TESL
- To teach communication skills in listening, speaking, reading, and writing at all levels from basic to graduate
- To encourage a socio-humanistic outlook
- To promote democratic values and an outlook to foster good citizenship

- To strengthen research skills and to foster a positive attitude towards research that will provide useful information in the field of English Studies
- To promote expertise in skills involving analysis, interpretation, and evaluation
- To provide a foundation for advanced study in the broad disciplines of English including literature, linguistics, pedagogy, English Education, research, theory, communications, writing, culture, the study of texts in their various forms, including multimedia, film, visual, paper, and others.

## **Disciplinary Committees**

The internal administration of the English Department includes the following Disciplinary Committees:

- English as a Second Language
- English Education
- Linguistics
- Literature
- Writing and Communication

## **MAEE Program Mission**

The MAEE program directs its efforts toward preparing professionals from Puerto Rico and abroad with the theoretical and practical knowledge in linguistics, literature, and pedagogy and the social awareness necessary to meet the educational needs of the learners they encounter. We address students' needs to think critically in a complex, culturally diverse, highly technological world in order to continue on a path of life-long learning which will enable students to develop to their fullest potential.

## **MAEE Program Goals**

The MAEE Program Goals are approved by the Department Graduate Committee and read as follows:

1. To support students as they develop expertise in academic and professional discourses;
2. To prepare students to examine language issues, particularly those related to P.R. and other multi-lingual contexts across the sub-fields of linguistics, literature, and pedagogy;
3. To prepare students to conduct research and to critically analyze, interpret, synthesize, and evaluate information from academic and non-academic sources;

4. To provide students with current theoretical and practical techniques to meet the needs of learners;
5. To provide students with the scholarly and intellectual foundation to pursue further advanced degrees.

## Academic Programs

The strategic plan sets forth a number of Objectives to achieve during the implementation cycle from 2005 to 2010. Here each Objective is presented with the accomplishments made in that area.

1. **To increase enrollment in the B. A. and M. A. Programs.** The Department will actively recruit students on the island through continued outreach to high schools. It will enhance outreach efforts by developing the Department web page to meet potential students' needs for information about graduate and undergraduate programs. It will publicize opportunity for students in areas of publishing and research through *Pastiche* and *Atenea*, and in Writing Center Pedagogy through placement opportunities with the Arts and Sciences Writing Center. It will publicize opportunities for students in areas of CALL, Technology and Education, and Online Testing via opportunities in the ECC and the Testing Center operated by the Department of English.

Success is determined by increased requests for information regarding student opportunities in the Department and in an increase in applications to the Department.

2. **To complete revision of the MAEE program to meet student needs as outlined in the Graduate Program Assessment Report 2005.** The Graduate Committee will complete their revision of the MAEE Program, taking into account the report of the MAEE Two-Track ad hoc committee and the Graduate Program Assessment Report 2005 and other documents and resources, and submit the changes to the Department for approval in the 2006-2007 academic year.

Success is determined by the approval of the revisions by the Department and the implementation of ongoing assessment in the MAEE Program to insure its flexibility and ability to respond to changing student need.

3. **To complete implementation of the MA in Literature.** The Department will place as priority one the Curriculum Committee approval of the program and courses in the MA in Literature Program that is already approved by the Department.

Success is determined by the implementation of the MA in Literature Program courses into the Department scheduling rotation and in the offering of the courses on a regular basis.

4. **To complete implementation of the MA in TESOL.** The Department will seek Graduate Committee, Curriculum Committee, and Departmental approval of the program and courses in the proposed MA in TESOL.

Success is determined by the completion of the approval process within the Department and the submission of the proposal to the Faculty Curriculum Committee and higher entities in the approval process.

5. **To complete the study of the possibility of a proposal for the MA in Media, Literature, and Culture.** The Department will seek Graduate Committee, Curriculum Committee, and Departmental approval of the program and courses in the proposed MA in Media, Literature, and Culture.

Success is determined by the completion of the approval process within the Department and the submission of the proposal to the Faculty Curriculum Committee and higher entities in the approval process.

6. **To complete the proposal for the Graduate Certificate in TESL.** The Department will seek Graduate Committee, Curriculum Committee, and Departmental approval of the program and courses in the proposed Graduate Certificate in TESL.

Success is determined by the completion of the approval process within the Department and the submission of the proposal to the Faculty Curriculum Committee and higher entities in the approval process.

7. **To charge the English Education Discipline Steering Committee to draft an undergraduate track in English Education with courses in Advanced Exposition for Teachers, Teaching Literature to Young Children and Adolescents, Teaching Literature in the High School Grades, English Language Arts for Elementary and Middle School, and English Language Arts in High School, ESL Materials, ESL Testing, and/or other courses as appropriate.**

Success is determined by Department Curriculum Committee approval of the courses and the track and the submission of the track to the Faculty Curriculum Committee for approval.

8. **To maintain current off-island academic and cultural programs at the BA and MA levels to support student learning.** The Department will continue to actively support the (a) Cambridge International Summer School Program and the (b) Penn State Memo of Agreement.

Success is determined by the increase of student participation in the current programs.



9. **To develop new off-island academic and cultural programs to support student learning.** The Department will actively pursue immersion, exchange, and international recruitment programs to enhance Department visibility in regional and global contexts.

Success is determined by the formal agreements and the numbers of student enrolled in such programs as have been created.

10. **To complete implementation of the undergraduate Writing and Communication Track.** The Department should incorporate the Writing and Communication Track courses into the scheduling rotation and recommend faculty lines as appropriate to the needs of staffing the courses.

Success is determined by the enrollment of students in the track.

11. **To develop Departmental mission statements and goals for new Graduate Programs.** These Mission Statements will be published in the Graduate Handbook, the Graduate Catalog, the Department homepage, and other appropriate venues.

Success is determined by the appearance of mission statements in official documents to coincide with the implementation of programs of study.

## Teaching

The next section in the Plan outlines strategic efforts in the areas of teaching, including issues of hiring, credentialing issues, and teaching assistant concerns.

1. **To acquire five new faculty lines in the department.** The Personnel Committee in conjunction with the five sectors and the director of the department will develop a hiring plan that takes into account the current and projected staffing needs of the department. This plan will also take into account the new certification that requires all tenure-line faculty hires to possess a doctoral degree.

Success is determined by the completion and submission of the hiring plan to the appropriate administrative personnel to acquire the new faculty lines.

2. **To align faculty recruitment with Departmental need by incorporating routine input from the five sectors into the hiring process.**

Each sector chair will provide an analysis of staffing needs as a part of the Sector's Annual Report in order to assure the incorporation of the information into the Departmental planning process. This information will be pooled with scheduling analysis data from the Department Director, including scheduled release time for productive faculty and areas of stress caused by new course implementation, to arrive at final staffing recommendations presented to the Personnel Committee. Each year, the cycle needs to recur.

Success is determined by the cycle of reports created and circulated among the sectors, the Director, and the personnel committee to insure hiring preferences meet the most crucial needs in the Department.

3. **To promote the creation of a professional lecturer class of faculty which operates with renewable contracts that include health and retirement benefits commensurate with preparation and has a requirement of teaching and service (and not the requirement of research); this class of faculty can replace the "temporary" instructors in the Department and upgrade the life of those occupying these positions.**

Success is determined by the development of a plan by the Personnel Committee and approved by the department to send forth to the Dean of Arts and Sciences who can forward it to the Junta with appropriate approvals at the university system level.

4. **To stimulate the professional development of the Department's teaching personnel.** (a) The Department will develop a series of leads to assist faculty in locating professional development opportunities, including grant opportunities; in addition, faculty with grant writing success will offer workshops to those wishing to write proposals for grants to support their research projects. (b) The Department will also award annual recognition of Outstanding Achievement in Teaching, Service, and Research or Creative Work. The candidates will be nominated by the faculty at large and awarded by recommendation to the Director by the five sector coordinators who will vote to determine the winners in each category.

Success is determined in notifying faculty of professional development opportunities by the continued subscription to the *Chronicle of Higher Education* that lists grant opportunities, workshops, conferences and programs for faculty development; by the delivery of at least one grant-writing workshop per year; by the delivery of one workshop per year on compliance with the Faculty of Arts and Sciences Policies on the submission of grant proposals, and the creation of a listing of granting resources for faculty both on the Department web page and in a binder in the Department office.

Success is measured by the continued giving out of awards, one in each category each year.

5. **To continue to provide orientation, oversight, and support for Graduate Teaching Assistants.** The Graduate Teaching Assistantship Coordinator and the

Course Coordinators need to continue to work closely with the Graduate Teaching Assistants to provide them the oversight and guidance needed to maximize their professional development through the opportunity of the Teaching Assistant Program. Manuals and support documents need to be revised annually to remain up-to-date and useful support tools.

Success is determined by the continued success of the GTA Coordinator who oversees the TADS program, 100% participation of TAs in the TADS program, and continuing collaboration of the GTA Coordinator and the Course Coordinators in the process of TA oversight. Annually revised and updated manuals and handbooks regarding the graduate program and TAs will document up-to-date information.

6. **To create an atmosphere of continuous quality improvement by embedding the assessment process into the fabric of the Department.** The Department needs to work with sector chairs and internal administrators to implement ongoing assessment practices of academic programs and student learning outcomes.

Success is determined by the completion of the assessment objectives with the assistance of the Department Assessment Coordinator as set forth in the Middle States Report and in the English Department Assessment Plan within the assessment cycle and in meeting and engaging in all upcoming assessment measures.

Success is also measured by the department's ability to approve the Report of the Strategic Plan of 2000 to 2005 and this English Department Strategic Plan for 2005 to 2010.

## Non-Teaching Personnel

The needs of Non-Teaching Personnel are addressed in two strategic areas.

1. **To encourage and support the professional and technical development of non-teaching Department staff members for the more efficient administration of the English Department.** The Department will support study and training of staff by adjusting work schedules to be accommodating to professional development.

Success is determined by the continuation of the staff's engagement in professional development opportunities.

2. **To increase the efficiency of the administration of the Department by hiring an additional Secretary.** With the our Administrative Assistant addressing issues of budget and finance and the Secretary IV addressing issues associated with scheduling

and faculty workload, the new secretary will address matters primarily concerning student issues.

Success will be determined by the hiring of a Secretary I to handle matters pertaining to student issues in the Department.

## Students

The area of student issues is examined in the seven planning areas of programs, associations, research, writing contests, outstanding achievement, computer literacy, and career opportunities, all under the broad umbrella of increasing the students' knowledge of and encourage their participation in English Studies through the seven specific means.

1. **To create addition summer and exchange programs.** The Director of the Department must find opportunity to develop additional venues for summer exchange for students.

Success is measured by the creation of at least one new opportunity in the planning cycle of 2005 to 2010.

2. **To revitalize Student Associations.** EDSA and EGO are important instruments to foster camaraderie and mutual support of students in the Department and through which the Department can disseminate information on student opportunities. The Department wishes to insure these vital avenues of student support.

Success is determined by the active involvement in and ownership of EDSA and EGO organizations by students at the Graduate and Undergraduate levels and by the ongoing support of these organizations by their respective faculty advisors.

3. **To foster and support student participation in research.** Opportunities for student research related to CALL, Linguistics, ESL, Writing Center Practice, ESL Testing, Technology in the classroom, Pedagogy, Publishing, Editorial work, and other areas need to be fostered through graduate and undergraduate opportunities with Department publications, presentations and administrative operations in each of these areas.

Graduate and undergraduate opportunities in the Department through appointments in the ECC, the Writing Center, the Technology Office, and other areas in the Department indicate ongoing success.

- 4. To foster student participation in academic contests to enhance intellectual and professional skills.** The redevelopment of Department awards for creative writing and research writing must be completed, and new awards in literature, teacher preparation, and linguistics need to be created to enhance student productivity and recognition in these areas; the nomination process will be designated through the sector committees and administered through the sector coordinators.

Success is determined by the award of certificates of recognition for students in each area of Creative Writing, Research Writing, Literature, English Education, and Linguistics at the final year-end meetings of the Department.

- 5. To promote awareness of career opportunities.** The Department must create files and links to career opportunities for students in the undergraduate and graduate program.

Success is marked student use of files in the Department office and links on the website to career and higher education information as well as to professional organizations that afford opportunities to students.

## Internal Administration

Internal administration of the Department is a complex matter that deserves Department attention to ensure continuing productivity.

- 1. To maintain the vitality of current administration posts.** Internal administrative posts in the Department are many, including the course coordinators, the sector coordinators, the committee members and chairs, the University committee members, and the administrative directors, including those of the ECC, Classroom and Department Technology, the Writing Center, and Graduate Teaching Assistant Education. Each coordinator needs to review with the Director their official job description and update it as necessary. The job descriptions will be filed in the Department office to facilitate the availability of and dissemination of knowledge of the responsibilities of each position.

Success is determined by the creation of a file describing the roles of all internal Departmental administrators.

## Resources

Under the heading Resources, the Plan outlines three keys areas of improvement.

1. **To augment the Department's equipment and materials for supporting the delivery of instruction, especially for faculty or TAs with disabilities.** The Department needs to enhance its capability for using technology in the delivery of instruction. To do so, the Department needs to (a) increase fixed technology in its air conditioned classrooms and (b) increase the number of rooms with air conditioning.

Success is determined by the installation of (a) computer workstations for professors and fixed, ceiling-mount projectors in Chardon 318, 319, and 005; and (b) air conditioning in Chardon 225, 224, and 223. Projectors and desktops in classrooms will improve the ability of faculty with disabilities to deliver instruction without have to carry about projectors and laptops to use technology in classrooms. The installation of air conditioning will move in the direction of being able to provide in more classrooms technology to increase ease of delivery of technology-enhanced instruction by all professors, including those with disabilities.

2. **To augment the availability of technology for student use.** The Department needs to implement the planned computer installation in the Student Lounge. A plan must be written and submitted.

Success is measured by the availability of 12 computers in the Student Lounge with printing capacity served by the laser printer in Chardon 325.

3. **To enhance the delivery of Laboratory instruction by the renovation of the ECC to include a mini-theatre, a collaborative work area, and a testing center.** The Department must write and submit a plan to the Dean of the Faculty of Arts and Sciences for this technology.

Success is determined by the phased implementation of the new ECC, with total implementation by fall 2007.

## **Facilities, Physical Plant**

Under this heading, three imperatives are noted: the improvement of classroom conditions, the assignment of three additional classrooms and one additional conference room to the department, and to acquire additional office space to meet the needs of TAs employed in the department.

1. **To allocate fairly new office space for faculty.** The Department will allocate the renovated office space located in the old Business Administration Building based on seniority and rank. Additional office space will be requested until all faculty have individual offices and no more that three TAs occupy a single office space.

2. **To improve the condition of classrooms by ensuring that classrooms are air-conditioned.** The Department will engage in a process of incremental improvement of classroom spaces by air conditioning two rooms each academic year.

Success over the span of five years will see ten additional classrooms equipped with air conditioning.

3. **To locate three additional classrooms and one additional conference room for Department use.** The Department needs to request from the Dean and the Rector three additional classrooms and an additional conference room to conduct Department business.

Success is determined by the securing of additional classroom and conference room space.

4. **To acquire additional office space for TAs.** With the increase in the numbers of students being awarded teaching assistantships, the Department will write a request to the Dean requesting additional office space so that no more than four TAs occupy a single office and that no more than two TAs share a single desk.

Success is determined by the accommodation of TAs with no more than four to an office and no more than two to a desk.

## Committees

The Plan addresses two areas under this heading with the intent to clarify and expand the work of committees in the Department.

1. **To encourage each committee to write and distribute a description of its role in the department and its processes.** The Department needs to outline the specific work of each committee and must charge each committee with writing a document defining its areas of responsibility and the processes it uses to meet its responsibilities.

Success is determined by the creation of a file containing the responsibilities and processes for all committees in the Department in both hard- and e-copy.

2. **To create a standing External Resources Committee.** The Department needs to foster the development of grant writing and the successful acquisition of external resources. To that end, the Department will create an External Resources Committee

whose responsibility it is to locate and make available to faculty information on granting sources and information of the preparation of proposals.

Success is determined by the creation of the committee, the writing of its operating manual, the delivery of workshops on grant writing, and the dissemination of information of granting sources.

## **Conclusion**

The conclusion of the planning cycle requires the Department to charge the Assessment Coordinator in April of 2010 with drafting a Report on the Strategic Plan 2005 to 2010 in consultation with the Director of the Department.

The Report will be completed by the first week in May 2010 and circulated to the Department for additions and revisions by the faculty at least two weeks in advance of its presentation at a meeting of the faculty where it will be discussed, amended further as necessary, and approved by vote either in the meeting or following it via email or paper ballots collected and tallied by an administrative assistant or secretary.

By August 1, 2010, a new Strategic Plan for 2010 to 2015 will be drafted by the Department Director and the Assessment Coordinator and circulated to the Department for additions and revisions. By August 15, 2010, it will be presented formally to the faculty at a regular meeting of the department and discussed, further amended, and approved by vote either in the meeting, via email, or via ballot in the department office which will be tallied by the administrative assistant or the secretaries.

Every five years this cycle of strategic planning will repeat itself to insure that a culture of assessment and strategic planning becomes embedded into the fabric of the department.



DEPARTMENT OF ENGLISH  
Faculty of Arts and Sciences  
University of Puerto Rico  
Mayagüez Campus  
PO Box 9265  
Mayagüez, Puerto Rico 00681-9265  
(787) 265-3847 - Ext. 3064



DEPARTAMENTO DE INGLES  
Facultad de Artes y Ciencias  
Universidad de Puerto Rico  
Recinto Universitario de Mayagüez  
Apartado Postal 9265  
Mayagüez, Puerto Rico 00681-9265  
(787) 265-3847 - Ext. 3064

ENGLISH DEPARTMENT MEETING  
MINUTES

OCTOBER 19, 2006

Meeting began at 11:05 a.m.

September 12, 2006 minutes were approved as amended.

Announcements:

- Key to room 319 is missing, the entire cylinder must be replaced if not found.
- Administrative Report was sent, recommendations will be taken into consideration for next report.
- Myrna announced that NCTE Accreditation reports must be done by February 2008. Members of the Education Sector will be selected to work on any of the 5 reports needed for the accreditation.
- CEA-CC conference and TESOL will be held on November 10<sup>th</sup> and 11<sup>th</sup>. Program for TESOL will be announced at a later time.
- Cathy Mazak is aware of the typos on the webpage; she is currently working on it.
- Final Extraordinary Meeting will be held in Leo's house, date to be announced.
- Dr. Linda Rodriguez will be in charge of collecting any articles to be placed in the Report of Strategic Plan 2000 to 2005. All papers must be handed in to her before Thanksgiving week. Anything after that week will be excluded from the report.

Elections Held:

- Grievance Committee: Rosita Rivera and Larry Chott were elected.
- Alternate for "Consulta" Committee: Nick Haydock will replace Jeannette Lugo if she is unable to continue in the committee.
- The Graduate MA Lit curriculum change from 32 to 12 courses was approved.
- Motion to adjourn was presented at 12:09.

Respectfully submitted by A. Galvan Soto.

V.O. Bo. *[Signature]*

*Corregido*  
*14 nov. 06*

ENGLISH DEPARTMENT MEETING  
MINUTES  
February 8, 2007

Meeting began at 11:00 a.m.

Revised January 11, 2007 minutes were approved.

Announcements:

- Prof. S. Mongar received donations at Estación Literaria X amounting to \$250 for Pastiche. Students interested in subscribing must pay a fee of \$10 and the first two issues of Pastiche will be given to them.
- Dell computers have arrived. We are waiting for the security magnet card system to be installed to place the computers in CH-319.
- We are still waiting for quotes for the magnet card system to be installed in 318, 324, and 005.
- EDSA members will be circulating a letter requesting donations from the professors to paint and refurbish the student lounge.
- Prof. E. Pratt will distribute a memo to all faculty members about paperwork needed for any PC action. Professors should ask a member of the committee to schedule class visits. Evaluations for professors should be conducted as followed:

Probatorio	Every year
Asst. & Associate Professors	Every two years
Full Professors (Catedrático)	Every four years

- Prof. E. Blau spoke about the ESL sector and elaborated on the results from the Michigan and Vocabulary test (JBG) distributed and piloted among the 0066, 3101, 3102, 3201, 3202 and 3103 students. Student recommendations included offering courses in Conversational English, Business English, and Scientific Writing and the ESL sector is assessing the possibility of including these courses as optional for the English 3202 course.
- Prof. J. Casey spoke about Assessment. Each coordinator has handed in reports and N. Leder will be administering his evaluations during the week of February 12-16. In addition, the Writing Center is starting a new program called *Conversational Partners*. This will give the students a chance to practice communication skills on a one on one basis.
- Prof. R. Knight mentioned that there is still equipment missing from the ECC. The remote control for the projector in 325 is missing. All computers that have been checked out must be returned to install the institutional policy and for regular maintenance.
- Prof. B. Morales reminded professors to hold on to student exams/evaluations for at least one semester after teaching the course. This information can be located in the *Manual del Profesor* at <http://uprm.edu/decasac/ManualProfesor/>
- Elections Held: Prof. N. Leder was elected to the Dialogue Committee and Prof. C. Fleck was elected to the Grievance Committee.

Motion to adjourn was presented at 12:40.

Respectfully submitted by A. Galvan Soto.

**ENGLISH DEPARTMENT MEETING  
MINUTES  
March 8, 2007**

Meeting began at 10:40 a.m.

Revised February 8, 2007 minutes were approved.

**I- Announcements:**

- The NCATE Accreditation committee will solicit the Master Syllabus for various classes. Dr. Sefranek will send a memo to the sectors and various faculty members.
- Graduate student José López is currently the English Department student representative, the Former representative, Stella Ramírez, resigned. The student has one vote in dept. decisions.
- The bookstore has announced the deadlines for ordering books: Summer courses-April 20 and First Semester-May 25, 2007.
- Schedules for summer and fall teaching are still pending until the *Junta Administrativa* and *Senado Académico* decide on the new zoning schedules.
- The Arts & Sciences photocopy facility is located in F-214 B.
- EDSA has painted the lounge and the bathrooms. They should finish by April.
- Snap Scanners have been purchased for the department. These scanners will create computerized files (PDF) from your photocopies. Kathy Jorge is in charge of the scanner, she will scan your documents upon request if they are more than 50 pages.
- There are still professors who owe their syllabi. If you were notified please hand them in to Prof. Griggs as soon as possible.
- An Inconvenient Truth by Al Gore was presented by Biology and Marine Sciences.
- UPR-Aguadilla will be celebrating English Week – from March 26-30, 2007. Prof. Nancy Vicente will be presenting a piece called “Metamorphosis of Identity”. Various speakers and activities have been programmed.
- Prof. Prisca Rodríguez is facilitating a Young Author’s fiction contest (High School) for poetry and short fiction. The winners will be published in the next issue of Pastiche. There will be prizes which include gift certificates from Borders. The goal is to raise funds for Pastiche. A memo will be sent with more details.
- Agnes Nicholas will be giving a talk at RUMEGA’s next meeting in CH-324.
- \$2,000.00 scholarships are available for grad. students to present at conferences off-island. For more information please contact the Graduate School.
- Please read the general education committee document regarding oral and written communication in Arts & Sciences which is to be emailed shortly.
- Arts and Sciences Travel funds were awarded – Dr. Judith Casey, Dr. Mary Sefranek and Dr. José M. Irizarry received funding.

**II- Dialogue committee election:**

Since the members of this committee need to be tenured, an election is in place. Prof. Jeannette Lugo spoke of a) the importance of this committee, b) a short history of past accomplishments and c) the level of commitment required by the representative from our department. Nominations were accepted for one position – Prof. Knight was elected and Prof. Nydia Tirú was elected as alternate.

**III- Student Evaluations were discussed by Prof. Griggs:**

Each faculty member is responsible for administering the evaluations at the time indicated. Instructions for the administration of these were discussed. The forms include new instructions informing students on how these evaluations will be used for their professor’s promotions and tenure.

**IV- Mellows Award:**

Candidates were considered and discussed. It was unanimously accepted that candidate #3 is to receive the award. Once the Dean of Students has been informed of the department’s decision, the candidates name will be revealed.

**V- No new business.**

Meeting adjourned at 12:30 p.m.

Submitted by: E. Martell

ENGLISH DEPARTMENT MEETING  
MINUTES

April 12, 2007

Meeting began at 10:40 a.m.

Revised March 8, 2007 minutes were approved.

Announcements:

- Approval of March 8<sup>th</sup> minutes.
- Next meeting May 9<sup>th</sup>, 2007 from 9-1200. Course Coordinators please send brief summary of accomplishments by May 2, 2007 to present at the meeting
- April 17<sup>th</sup> A&S meeting has been cancelled
- The 2007 Mellowes Award recipient is Hector Segarra
- The following department faculty have received reduced loads for next semester :
  - N Batra-Conference proceedings from last CEA to be published
  - L. Dayton-use the time to analyze the data of the Dominican Immigrant community project
  - J Geliga-fieldwork oral histories made into book form
  - M Leonard-writing articles for dialogo and preparing the book form of Optika
  - L Rodriguez- Bilingual poetry anthology
  - B Woodall- Language Lab assessment
  - B Virtinan- writing chapters in a book on gender, ideology, and Diaspora studies
- E Blau has been granted a sabbatical leave hopefully for the whole year. This time will be used to revise and reconceptualize the language text into three books.
- Mary Sefranek organized a poetry reading and an open mike.
- Scribbling of Women is on May 2 2007 at Borders.
- J Casey will be presenting a paper entitled : Language, Identity and power in PR: A unique bilingual classroom experience in Sweden.
- Congratulations are in order for the CEA conference held at our campus. It was a successful.
- TESOL will be held April 28 at IAU-Aguadilla. We have a full page announcement in their program for our MAEE program. UPRM will host the next years meeting. R. Rivera will be our representative to the Western TESOL Board.
- Last day for withdrawals is April 17<sup>th</sup>, 2007. Certification 06-66 was discussed and clarified.
- The last day to offer partial exams is May 1, 2007.
- Final exam schedules have been sent to every professor's uprm account—there are no paper copies available.
- Student registration is from April 30-May 8, 2007.
- Please use the photocopy machine sparingly since there is only one machine available. A new photocopy machine should be in this summer.
- Textbooks must be ordered by April 20 for summer courses and May 25 for the August.
- MAEE special topics courses for August: Sefranek: Technology Applications in English Education: New Literacies in New Times; Flores: Beyond the Anthology: Poetry and its Contexts.
- JSTOR: Electronic media Journal retrieval. Library interested in knowing who is using JSTOR and any comments that would be helpful. Motion passed: The English Department fully supports the acquisition of JSTOR by the Library.

- Personnel Committee: All promotions and tenure decisions submitted this year have been approved at the faculty level. April 27<sup>th</sup> is the deadline for submitting forms B,F,G,H. These appendices must be submitted if you are up for promotions within the next five years. These forms will be part of your personnel file. Four positions are open and are being advertised in various professional journals. Faculty recommendations and feedback on the candidates are requested to help the PC with its final decision-making process. Some candidates will be invited to present later in May. All Temporary positions have been eliminated the department can only hire Part time faculty to teach two classes.
- Curriculum Committee: The following courses have been approved for the MA in Literature:
  - 6XXX Victorian Literature ( 3 credits--no prerequisite)
  - 6XXX Neo-Classical Poetry, Prose and Drama (3 credits--no prerequisite)
  - 6XXX Research Methods in Literature (3credits prerequisite--2 3000 level literature courses).
- A&S Undergraduate Student Learning Outcomes written feedback needed by April 17 2007.
- Teaching schedules for next semester will be available by April 17<sup>th</sup>.
- No new business
- Meeting adjourned at 12:50pm

**ENGLISH DEPARTMENT MEETING  
MINUTES  
May 9, 2007**

Meeting began at 9:10 a.m.

April 12, 2007 minutes were approved.

**Announcements:**

- Congratulations to Dr. B. Virtanen for her promotion to full professor.
- Congratulations to Dr. C. Mazak and Dr. R. Rivera whose proposal to the Department of Agriculture was accepted to work with Pre-Basic students.
- Congratulations to all those professors who attended PRITESOL.
- Prof. M. Ortiz has been named General Education Coordinator for UPRM.
- May 11, 2007 – Education Week celebrated by Chancellor with a breakfast.
- May 14, 15 and 16 – Linguistics, Rhetoric and Composition positions presentation. Faculty feedback requested by Personnel Committee. **This is now department standard procedure for hiring.**
- May 18, 2007 at 6:30 pm Palestinian pianist, Saleem Addoud Ashkar would present.
- Textbook orders for the 2007 fall semester were due by May 25, 2007. The department will make an official statement letter regarding the Bookstore's poor service. Various alternate options for getting books were offered by professors such as the use of online texts, local bookstores, web bookstores. Director was asked to find the Rector's programs or reports regarding the bookstore. Dialogue Committee should make this a priority. Dr. N. Batra will write the letter (draft).
- Graduation is June 8, 2007 at 1:00 pm.
- Congratulations to Dr. M. Leonard for her work at getting Fine Arts films to Western Plaza. Film Library database to be revised.
- The library requests copies of those who published books for exhibit and permanent collection.
- Deadline to request travel funds (Arts and Sciences) for the period between July 1 and September 30, 2007 is due July 1, 2007.
- New department photocopy machine purchased. New electrical connection needed because of insurance coverage.
- The Department administration and Dr. M. Sefranek will be offering workshops and orientation for the teaching assistants on July 30 and 31, 2007.
- In August, 2007 there will be a meeting with Estudios Hispánicos to discuss the Undergraduate Education Objectives.
- Classes for the 2007-2008 Academic Year begin on August 8, 2007.
- Alexandra Galván was offered a position in Biotechnology. The faculty thanked her for her service to the Department.
- In August or September 2007, a Friday all-day retreat will be scheduled for the English Department faculty for professional improvement and co fraternization.
- Seed money final reports should be submitted in duplicate. One for Arts and Sciences and one for the department.
- First Film Certificate to be granted to the student Michael Khairy (grad. 2007).

**Personnel Committee Elections:**

- Two positions (by simple majority)
  - a. Dr. G. Smyrniou
  - b. Dr. N. Batra
- There is an apparent lack of members' willingness to participate and accept nomination.

**Graduate Committee Elections:**

- Four members (by simple majority)
  - a. Dr. K. Ferracane
  - b. Dr. L. Rodríguez
  - c. Dr. J. Irizarry
  - d. Dr. E. Pratt

**End of Semester Reports:**

- Emailed to members of the department.
- Each gave a presentation of highlights:
  - a. Linguistics Sector
  - b. Literature Sector
  - c. Activities Committee
  - d. Technology Committee: Prof. L. Flores will be in charge of the ECC starting in August.
  - e. Ingl. 3103-3104 – More TA's teaching than regular faculty. Concern raised at lack of curriculum development of the course due to the large number of TA's. This is the main reason why an orientation is needed for these students.
  - f. Ingl. 3211-3212 – Inclusion of plagiarism policy added to the master Syllabus.
  - g. Educational Sector: Dr. M. Sefranek read a letter (see attached copy) core courses and NCATE. Conversation ensued regarding the letter and departmental conformity to NCATE standards.

Submitted by: E. Martell