

**ENGLISH DEPARTMENT MEETING**  
**Minutes August 20, 2009**

Meeting began at 10:30 am  
May 13, 2009 minutes were approved.

Welcome to new/returning professors: Drs. K. Carroll, R. Chansky, E. Dayton, B. Woodall and Prof. C. Maldonado. Part timers: Profs. M. Maldonado, K. Horowitz, C. Sanders, I. Rosas and M. Quintero.

**Announcements:**

1. Congratulations to C. Mazak, R. Rivera, and J. Casey for USDA/CSREES Hispanic Serving Institutions Education grant awarded for \$249,753.00.
2. New A/C chiller.
3. UPR President – Resigns as of Sept. 30, 2009.
4. Economic Crisis – No Budget yet for the departments.
5. Technology in the classrooms – G. Griggs
6. Please make sure to turn off the computers, projectors, fans, and lights in all the rooms (Energy conservation Agenda).
7. Remember to keep all rooms locked between classes and have students wait outside the classroom until the next professor arrives.
8. Paper – What is left in the copy room is what we have for the semester. Remember the limit is now 600 copies per academic year.
9. Revised calendar sent to everyone this week – Revisions made.
10. Please give Daly all the documents which were placed in your boxes in order to finalize your program.
11. Emergency Protocol Contact chart – Please print the chart and request the telephone number of the person you are assigned to contact.
12. General English Dept. UG & Graduate student information: New Undergraduates: 27, Graduates: 9, Professional Development: 2, and Special Permission: 1.
13. Data for this semester's registration:

Ingl. 0066 – 13 sections = 334	Ingl. 3202 – 12 sections = 320
Ingl. 3101 – 28 sections = 768	Ingl. 3211 – 17 sections = 438
Ingl. 3102 – 10 sections = 309	Ingl. 3103 – 42 sections – 1,142
Ingl. 3201 – 21 sections = 623	Ingl. 3104 – 2 sections = 63
14. New Committee: LLPPR – Language, Literacy and Pedagogy in Puerto Rico. Dr. C. Fleck made a motion to reject the LLP Committee, to form an Ad Hoc Committee to explore the need for an LLP Committee, and to present findings to the department. The motion passed.
15. Dr. Haydock made a motion to undertake a review of all committees and sectors including practices, procedures and constitution of the department. The motion passed.
16. Dr. Leonard made a motion to develop an online presence in which they post documents related to the committee. The motion was approved.
17. Prof. Knight made a motion to change the agenda and have election for GC member. The motion passed.

**Graduate Committee – Election**

The new elected member of the Graduate Committee is: Dr. K. Carroll.

Meeting adjourned at 11:50 am  
Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes September 22, 2009**

Meeting began at 10:30 am  
August 20, 2009 minutes were approved.

**Announcements:**

1. No "jornal" students this year. Work-study students began now in September. You are responsible for contacting your students if you will be absent.
2. Dept. Retreat – Tentative date: Friday, March 26, 2010.
3. Syllabi – Send to [betsy.morales@unpr.edu](mailto:betsy.morales@unpr.edu) or [ggriggs@gmail.com](mailto:ggriggs@gmail.com)
4. Dr. M. Sefranek: Colloquia – Thursday, September 24, 2009 in CH-121.
5. Reminder: The English Department is closed from 11:45am to 1:00pm. Professors with offices in the Department should not schedule office hours during the hours the Department is closed.
6. Office Max Copying Code: 888800010359469033
7. Dr. L Chott - Activities Committee Fund Contributions
8. Recycle bins – Thanks to Drs. L. Chott and S. Bischoff
9. Undergraduate student orientation on September 17 was a total success.
10. MAEE Meet and Greet – Friday, September 25, 2009 at 4:30pm in CH-319. (Food contributions are welcome).
11. The Fourth Edition of The Guest Speaker Series will be offered by Dr. J. Géliga's class (Engl. 6006: Research Methods) and begins next week.
12. Dr. J. Géliga announced the Mangrove Caribbean Cultural Studies Conference.
13. Dr. E. Pratt talked about the Writing Marathon (National Writing Day) – October 20, 2009.
14. Congratulations to Dr. S. Bischoff who published an article in *Studia Linguistica* and a book contract from Cambridge Scholar Press for his book: *Formal Notes on Coer d'Alene Clause Structure*. Dr. N. Batra who published – *Of Mid and Men* and Dr. L. Rodriguez who published – *Book Companion CD – DIVAS*.
15. Congratulations to Emily Aguiló who is our Graduate Student Representative.
16. Congratulations to Dr. N. Leder who is our Representative to the Duplicate Program Faculty Committee.
17. September 30, 2009 – Resignation of: President, Chancellor, Dean of Academic Affairs
18. LLL – Bake sale going on today at lobby.
19. LLL – Newsletter will be published and available soon.
20. EDSA – Fantasy, Literature Festival on Tuesday, October 13, 2009 at 7:30pm.
21. Prof. R. López announced to order books online for Library. Deadline is November 30, 2009.

**Curriculum Committee:**

Dr. S. Bischoff announced seven new courses and all courses were approved.

**Personnel Committee:**

Dr. S. Rios presented PC regulations and policies.

**Excellence Award – Department Participation**

The Faculty approved not to participate this year for the Prize of Excellence for Arts and Sciences.

**Motions – Update**

Prof. L. Flores gave a brief presentation about Google sites to be use by members of the committees. A motion was approved to undertake a review of all committees and sectors of the Department including their practices, procedures, and constitution. Suggestions?

**Motion approved on September 22, 2009 at the Department meeting:**

Charge each current committee and/or sector of the Department to attend the review suggested by the motion presented August 20, 2009 re. committee revision. Set deadlines for completing the review. After this deadline, each committee should submit a report with suggestions to the Dept. At future meeting[s], the Dept. can discuss and establish a mechanism to either approve, or seek to amend, the constitution, practices, and procedures of sectors/committees not expressly governed by Reglamento and/or certification.

Meeting adjourned at 11:42 am  
Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes November 12, 2009**

Meeting began at 10:35 am  
September 22, 2009 minutes were approved.

**Announcements:**

1. Blake Leonardo Flores Fore born: 8 lbs. 14 oz baby boy.
2. Reminder: Please send an electronic copy of each syllabus to [betsy.morales@upr.edu](mailto:betsy.morales@upr.edu) or [ggriggs@gmail.com](mailto:ggriggs@gmail.com).
3. Monday, November 23, 2009 Colloquium: Nora Falvey.
4. Reminder: The English Department is closed from 11:45 am to 1:00 pm. Professors with offices in the Department should not schedule office hours during the hours the Department is closed.
5. You are responsible for contacting your students if you will be absent.
6. Mangrove Caribbean Cultural Studies Conference.
7. EDSA – Fantasy Literature Festival – Tuesday, November 24, 2009 at 7:30 pm.
8. Calendar changes – Sent via e-mail Tuesday, November 10, 2009.
9. I-Macs
10. Library Committee – R. López
11. Schedules for next semester will be in your boxes in the afternoon.
12. Reminder: Book orders – Deadline: November 20, 2009.
13. Reminder: Travel Funds – Deadline: December 4, 2009.
14. INGL 3300 – Spring, 2010 – E. Lamore (Representation of Slavery in Caribbean and Literature Texts - Historical Perspective); Fall, 2010 - N. Vicente (Gender Construction in Young Adult Paranormal Romance); Spring, 2011 – R. Chansky (The Written Word Individual World – History of the Book).
15. INGL 6055 - Studies in Literature I – Spring 2010 – N. Vicente and J. Irizarry (An Introduction to the Theory and Practice of Children's and young Adult Literature); Fall, 2010 – R. Chansky (Autobiography Studies – Literary and Film).
16. INGL 6986 – Spring 2010 – M. Leonard (New Media – Theory and Practices (Old vs. New Media)).
17. Registration begins December 7, 2009.
18. End of semester committee reports are due Thursday, December 3, 2009 at 3:00 pm.
19. M. Leonard – announcements about Film certificate and activity.
20. N. Batra – announcement about S. Méndez defense.

**Motion: Linguistics/Applied Linguistics – Update**

K. Carroll was elected Coordinator of the Linguistics/Applied Linguistics Committee.

**Graduate School Presentation: Dr. Mercedes Ferrer (canceled)**

The purpose of the presentation was to highlight the differences of 09-09 new certification.

**Productivity Committee – R. Knight and A. Rodríguez**

They discussed the procedures and requirements of this committee.

Meeting adjourned at 11:35 am  
Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes December 10, 2009**

Meeting began at 11:20 am

**Announcements:**

1. Congratulation to Cathy Mazak and her new baby boy.
2. Congratulations to Nancy Vicente who is now Dr. Vicente.
3. Congratulations to Sharon Méndez and Ramón Febus who finished our program.
4. EDSA – Fantasy Literature Festival was a success! Congratulations!
5. Thank you to all those who participated at the Open House. Check out our blog for pictures.
6. Grades submission by 11:45 am on Wednesday, December 23, 2009. Remember that the Department needs two (2) signed copies of the official grades and one (1) copy of the Roll Book.
7. Classroom keys: Please return your key to K. Jorge by no later than 4:30 Monday afternoon. Those using classrooms for final exams, please return the key after finals.
8. Calendar for next semester will be e-mailed to everyone before semester ends.
9. Classes begin January 14, 2010.
10. Schedules for next semester were placed in your boxes.
11. Administrative changes: Discussed new office building for faculty. Still not have phone and internet. No response from the Dean of Administration yet.
12. Inventory list
13. Final exams begin on Monday, December 14, 2009.
14. Proctoring assignments have been placed in boxes.
15. Teaching Assistant Orientation – January 13, 2010 from 8:00 am-12:00 m
16. Christmas Lighting Activity – Tonight at 6:00 pm.
17. International Book Festival Eugenio Marfa de Hostos during March 3-7, 2010.

**End of Semester Committee Reports**

Graduate Committee present changes to the Department by four making official changes.  
(Betsy will check the regulation and bring to 2<sup>nd</sup>. Semester Department Meeting)

**CC-Two new courses approved**

6xxx – Shakespeare: Texts and Contexts

6xxx – The Romantic Movement – The Second Generation

**Roberts Rules**

Motion: As an item in agenda, the faculty ask for a presentation from outside to consider adopt Robert rules.

**New Business**

Sick leave days form is in your boxes – fill out and return to Daly.

Motion: To reconsider academic PhD's in the Department to discuss in future meeting.

Graduate Teaching Assistant – Three course load assignment concern.

Benefits – retirement, med. benefits, etc. The faculty is asking for an orientation on this matter.

Feasibility of incoming graduate student as TA.

Meeting adjourned at 12:06 pm

Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes February 11, 2010**

Meeting began at 10:35 am

November 12 and December 10, 2009 minutes were approved.

**Announcements:**

1. Welcome to N. Vicente who is now on tenure track and to M. Quintero who is substituting for S. Ríos who is on sick leave.
2. N. Batra – ATENEA – June 2009 issue (Time and Temporality – subscribe at website).
3. Congratulations to R. Chansky's invitation to serve as an AP Reader for the College Board's Advanced Placement Office.
4. New faculty offices – Will be ready on March 2010. They are working on the wireless internet connection in the building.
5. Economic Crisis – The Departments of Arts and Sciences don't have budget for this semester.
6. Syllabi – Send to [betsy.morales@upr.edu](mailto:betsy.morales@upr.edu) or [ggriggs@gmail.com](mailto:ggriggs@gmail.com)
7. COE-Student evaluations results for last semester are posted at *Mi Portal*.
8. If you store files on the classroom computers, please save them in a folder with your name.
9. Please make sure to turn off computers, projectors, fans, and lights in all the rooms (Energy Conservation Agenda).
10. Remember to keep all rooms locked between classes and have students wait outside the classroom until the next professor arrives.
11. Paper – What is left in the copy room is what we have for the semester. Remember the limit is 600 copies per academic year.
12. Please check the revised calendar.
13. Certify student attendance – Make sure you certify by today at 4:40 pm.
14. Emergency Protocol Contact chart – Please print the chart and request the telephone number of the person you are assigned to contact.
15. Department student information- New Undergraduate students: 14, New Graduate students: 6
16. The semester's registration:

i. 0066 – 0 sections	v. 3202 – 21 sections = 601
ii. 3101 – 12 sections = 329	vi. 3212 – 16 sections = 422
iii. 3102 – 26 sections = 722	vii. 3103 – 2 sections = 55
iv. 3201 – 12 sections = 350	viii. 3104 – 38 sections = 1,063
17. No "jornal" students this year. Work-study students barely began this semester. You are responsible for contacting your students if you will be absent.
18. Department Retreat – Friday, March 26, 2010. Motion: To change the activity to Friday, April 16, 2010. Motion was approved.
19. Reminder: The English Department is closed from 11:45 am to 1:00 pm. Professors with offices in the Department should not schedule office hours during the hours the Department is closed.
20. Computer Center is searching for volunteers to help install internet cables throughout the institution. If interested, please go to Monzón 101 by Friday, February 12, 2010 and let them know about your interest.
21. W2 Forms – Ask Daly
22. Feria Internacional del Libro Eugénio María de Hostos – March 3-7 in Rafael Mangual Coliseum.
23. Third Colloquium: Del otro la'ó? – March 2-4 in "Anfiteatro Figueroa Chapel/Anexo Cafeteria".
24. M. Leonard – Tournées Festival – February 16-18 in "Anfiteatro Figueroa Chapel/Edificio Chardón 121".

25. Dr. Lissette Rolón will be presenting a book on February 25, 2010 at 10:30 am in CH-121.
26. L. Rodríguez - Introduction and Translation – Book on Dominican Authors.
27. K. Carroll – Maya West Summer Institute
28. N. Vicente – Mayaguez Children’s Library presentations and workshops
29. M. Sefranek – Sequence Colloquium using the Writing Center as a Grammar Resource
30. L. Flores – Offer his services in the “Decanato” to broadcast , ha have access to everywhere in Arts and Sciences.
31. Office Max Copying Code: 8888000010359469033

**Graduate Committee – J. Géliga**

Motion – TOEFL score be placed so administrative requirements are stated clearly.

Dr. Woodall made a motion – TOEFL score be 550 – amendment approved.

GC motion approved.

**Technology – L. Flores**

L. Flores gave a brief presentation about computer programs and systems.

Meeting adjourned at 12:09 pm

Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes March 11, 2010**

Meeting began at 10:40 am  
February 11, 2010 were approved.

**Announcements:**

1. Student evaluations will take place from March 23-25, 2010. Please make the necessary arrangements with your students.
2. Summer 2010 – Hand in Summer Preferences by Thursday, March 11, 2010 before 4:00 pm.
3. Please make sure you have handed in your course preferences for next semester by March 15, 2010.
4. COE results are posted for Semester I 2009-2010 in *Mi Portal*.
5. Certify student attendance – march 9-15, 2010. Make sure you certify by 4:00 pm on the 15<sup>th</sup>.
6. Faculty Extraordinary meeting – March 16, 2010 at 10:30 am – Nursing Building.
7. Dept. Retreat – Friday, April 16, 2010 from 8:00 am to 4:00 pm at our Library. Coordinators: Please make sure a draft of your committee's vision, missions, etc. is ready to discuss at the Retreat.
8. April 8, 2010 Department meeting cancelled.
9. W2 forms & retirement forms – Ask Betsy or Kathy
10. Thanks to R. Chansky for creating an undergrad brochure and promotional materials.
11. Congratulations to R. Chansky, E. Lamore and Kevin Carroll for their Publication incentive.
12. R. Chansky received Sea Grant from the Faculty of Arts and Sciences.

**New Business**

1. CEA-CC Conference – E. Lamore
2. L. Flores announced - "Calendario de Actividades y Eventos"
3. Clean vents in all rooms.
4. Leak in L. Rodrigue's office.
5. G. Smyrniou – Plagiarism (Academic Affairs).
6. N. Batra resigned as a member of the Personnel Committee.

Meeting adjourned at 12:09 pm  
Submitted by E. Martell

**ENGLISH DEPARTMENT MEETING**  
**Minutes April 16, 2010**

Meeting began at 9:00 am

March 11, 2010 minutes were approved.

**Announcements:**

1. Syllabi – send to [betsy.morales@upr.edu](mailto:betsy.morales@upr.edu) or [ggriggs@gmail.com](mailto:ggriggs@gmail.com)
2. Please make sure to turn off computers, projectors, fans, and lights in all the rooms (Energy conservation Agenda).
3. Remember to keep all rooms locked between classes and have students wait outside the classrooms until the next professor arrives.
4. Paper-What left in the copy room is what we have for the semester. Remember the limit is now 600 copies per academic year.
5. Faculty meeting – April 20, 2010 at 10:30 am – Nursing Building. Elect a senator. Petition circulating to ask for additional meeting, the motion is on Daly's desk.
6. Honor Roll Activity – April 6, 2010 was successful. Students were happy with the activity.
7. Congratulations to all the professors and students who presented at PR Western TESOL.
8. Congratulations to R. Chansky who has been named the Co-Editor of the peer reviewed academic journal: Auto/Biography Studies.
9. Out Loud! – April 21, 2010 beginning at 5:30 pm until 9:30 at Figueroa Chapel. (Thanks to R. Chansky, E. Lamore and the 3211-3212 Committee).
10. M. Quintero has been accepted to the Caribbean Literature Ph.D. program at UPR-Rio Piedras and G. Romaguera has been accepted to the Ph.D. program at University of Rhode Island.
11. The Language, Literature and Linguistics Society and EDSA present Shakespeare Day on April 29, 2010 in CH-121 at 7:30 pm.
12. Robert's Rules – Orientation at next meeting.
13. M. Leonard – Festival de la Palabra – Department representation. May 4-9, 2010
14. Relevé por la Vida – April 24-25, 2010 at 2:30 pm on the 24<sup>th</sup> until noon April 25.

**J. Lugo – Mellows Award candidates**

Candidates were considered and discussed. The result was: No opposition-one abstention. Candidate A was selected by the faculty to receive the award.

**CC courses:**

S. Bischoff announced four new courses and all courses were approved.

**R. Rivera – Undergraduate Student Learning Objectives**

If you have any comments about the document, please contact Rosita by the 22<sup>nd</sup> at [rosita.rivera1@upr.edu](mailto:rosita.rivera1@upr.edu)

**Resolution for Exams offered after class hours – M. Sefranek**

Motion to circulate draft of motion for revision.

Motion to circulate it among other departments once completed and subsequently share it at the first faculty meeting of the next academic year.



### **Administrative announcement**

Resignation: Besty as Director and Gayle as Associate Director of the English Department.

### **New Business**

#### **Motion (APRUM) – R. Knight**

This Department's professors will refuse to accept additional compensations and courses or other duties on an "ad-honorem" basis. This does not impede a professor from willingly offering to give an ad-honorem class.

This Department's professors will not agree to offer courses with more than 30 students per section nor to accept an academic load which implies more than three preparations per semester.

This Department's professors will not hire temporary or part-time contracts to teach in our programs while the University fails to honor its contractual commitments with our current professors.

Our departmental Personnel Committee, being aware of these protest measures against the suspension of institutional support described above, will evaluate future cases for promotion and tenure taking into consideration the current circumstances of lack of support for research, creative work and dissemination.

The professors of this Department demand that the Dean of arts and Sciences, before awarding any of the summarily suspended supports [release time for research or special assignment, for example], publish a statement with the criteria to be used in making such an award. As of now we demand that once the published criteria receive the approval of our faculty, that these criteria be rigorously and uniformly implemented and that the Dean publish the names, Departments, and the purpose of those projects which are awarded support using institutional funds.

In the spirit of achieving the required savings the professors of this Department request the immediate freezing or suspension of all managerial or administrative positions whose primary function was to encourage, facilitate, and support research and assessment in this Faculty. This would include, among other positions, that of Associate Dean of Research and the Associate Dean of Assessment and Technology. The money to be saved in this manner [release time equivalents and play differentials], should be put into the budget line in support of research by professors.

The professors of this Department point out that the suggestion of reducing the financial crisis by reducing or eliminating the payment for unused sick days is totally unacceptable as it would constitute a unilateral and unequally applied salary reduction.

#### **N. Haydock made a Motion and was approved by the Department:**

The Department resolves that NO Graduate Teaching Assistant will teach more than two courses each semester and this statement be included in the Graduate Handbook and other official documents of the Department.

#### **N. Leder**

He announced that over the summer the Linguistics Committee disappeared. There was a Secret Summer Meeting (seminal), and a new committee was created. There was no record of the meeting. Actions were taken at the meeting and the Director was involved.

#### **N. Batra made a Motion and was approved by the Department:**

The Department resolves to require that all meetings where actions concerning Departmental policies are taken or proposed have minutes and the minutes taken or proposed to be announced within the first five minutes of the meeting.

**C. Fleck**

Motion to create a report for the Summer Meeting, the same report that was previously requested from the LAL meeting. Motion does not proceed.

**J. Irizarry made a motion and was approved by the Department:**

Motion: In the case of a committee elected by members of the Department if they decide that they do not want to replace a member in the committee that they propose it to the Department at Large.

Meeting Adjourned at 12:33:56 pm

Submitted by E. Martell