

**Universidad de Puerto Rico
Recinto Universitario de Mayagüez
Decanato: Artes y Ciencias; Departamento de Inglés**

Informe Anual 2014-2015

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Información General del Decanato

A. Misión y Visión

B. Descripción y Funciones

C. Estructura Organizacional

a. Organigrama del Decanato

D. Perfil del Decanato

a. Programas académicos

- i. BA in English (Tracks in Literature and Linguistics)
- ii. MA in English Education (MAEE)
- iii. Film Certificate
- iv. Minor in Writing

b. Matrícula subgraduada y graduada por programa académico 2014-2015

- i. BA in English Education - **171**
- ii. MAEE - **55**
- iii. Total - **226**

c. Grados otorgados por programa académico

- i. BA - English -
- ii. MAEE -

d. Personal docente y no docente 2014-2015

- i. 3 - No docentes
- ii. 33 - Docentes
- iii. 3 - Tiempo parcial
- iv. 39 - Ayudantes de Cátedra

Informe de actividades de acuerdo al Plan Estratégico

A. Misión

- a. Actividades completadas
- b. Actividades en progreso

B. Institucionalizar una cultura de Planificación Estratégica y Avalúo

- a. Actividades completadas
 - i. A loop was completed this semester based on the following data:
 - 1. Administrative Assessment – a survey was administered during the first semester and analyzed in the second semester to evaluate how the departmental administration processes are have worked over the past five years. Data results were presented to the department during a departmental retreat in April 2015.
 - 2. Academic Assessment – both graduate and undergraduate students filled out a survey to evaluate advising process in the department.
 - ii. The UTD course INGL 6996 has been systematically assessing graduate students performance as teaching assistants. The Graduate Committee is also doing the same for students who already took the mandatory three-credit course for teaching assistants.
 - iii. The Personnel Committee has been evaluating faculty members and their teaching performance upon request. These evaluations and observations are requested by professors on a yearly basis.
 - iv. The ESL Committee is tracking and assessing the number of students who come through the Basic track to assess their performance and passing rate. Data is currently being collected through final exams and class grades.
 - v. The ESL Sector and the Department of English also offered the course INGL 3209 Communication in Science for the first time and assessment was conducted in this class to evaluate students' success in this course.
 - vi. A survey designed and administered by the General Education representative of the department was administered in order to gather data related to how and if learning outcomes approved by faculty are included and assessed in core courses.
 - vii. A Departmental retreat was held in April 2015 to discuss assessment results and draft Strategic Plan.
- b. Actividades en progreso
 - i. The Department (Director and Sectors) is currently assessing the supply and demand of courses being offered by the Department both (service courses and major courses) based on registration, retention, and graduation rate of both undergraduate and graduate programs.
 - ii. Course Coordinators for all three English tracks (Basic, Intermediate, and Advanced) continue to assess materials and testing procedures for the courses in order to implement changes in the fall 2013.
 - iii. Data was requested from OIIP regarding the number of students who graduate from the two tracks: linguistics and literature as well as the teacher preparation program. The data available and collected is for the years 2009-2014.

- iv. Data is being analyzed to determine how to improve administrative processes based on the data presented by Assessment coordinator.
 - v. A study to track down MAEE students and to analyze time to degree completion as well as the course offerings and demand for both core courses and electives.
- C. Estar a la vanguardia de la educación superior en Puerto Rico garantizando que nuestros alumnos reciben la mejor educación
- a. Actividades completadas
 - i. The Department continues to offer mega sections and hybrid courses, which allow more flexibility for students and professors to schedule their classes.
 - ii. Admission to Basic English to students who score 569 or lower in the ESLAT component of the College Board Exam. – After a three year study to evaluate if taking a pre-basic course made a difference in terms of students performance in Basic English, it was determined as shown by data that students should be admitted to Basic because there was not a difference between student who took pre-basic and those who were admitted to Basic. As such, a motion was approved by the department and presented to the Academic Senate and Administrative Board. The motion passed in both forums and will become now a certification approving that the students who score 569 or lower be placed in Basic English and not pre-basic or exit exam will be required for those students.
 - iii. A Minor in Literature was approved by the Faculty and it is now in the Academic Senate awaiting evaluation.
 - iv. A Master in Literature was approved by the Faculty of Arts and Sciences and in the Academic Senate awaiting evaluation.
 - v. The Minor in Writing was implemented and students were able to start taking the course for the sequence.
 - vi. The department continues to offer a community outreach experience course (INTD 3995) for all departments and faculty students and internships/research experiences for students in their BA in the English Department
 - vii. Graduate Committee advertising campaign has been very successful and has attracted and recruited students both locally and internationally
 - viii. Revision of the Basic Track by the ESL sector was approved by the Academic Senate.
 - ix. CeiBA is now registered and copyright of the logo belongs to the center.
 - b. Actividades en progreso
 - i. The Department as a whole and the sectors are revising the course offerings for the students in both tracks in order to expand the course offerings (literature and linguistics).
 - ii. The Curricular Sequence in Writing was approved by the Faculty Curriculum Committee.
 - iii. The Design and submission of a Graduate Certificate in TESOL is currently being developed and will be submitted to the department faculty for consideration and approval in 2015-2016.
- D. Aumentar y Diversificar las Fuentes de Ingreso de la Institución

- a. Actividades completadas
 - i. As a Department, various professors have submitted research proposals for external funds. The largest one ever submitted by the department was submitted to USDA in April 2015 and was for \$250,000. Many smaller grants have been sent to NIH among other granting agencies.
 - ii. A course offered through DECEP to provide workshops for students taking the TOEFL will generate an income for English department in the summer.
 - iii. In order to subsidize improvements to our Language Laboratory in Ch-326, we increased the amount that students pay for their Tell Me More, online language license. The \$5 increase per license will go directly to our departmental account where we will be able to subsidize improvements to the Language Lab, which are not covered by the minimal funds appropriated from the Student Technology Fund.
- b. Actividades en progreso
 - i. We are in the process of creating a printing center in our Language Laboratory. We have secured the funds to purchase the necessary computers and printers and will be getting the software to charge students a nominal fee once the summer starts. This will bring additional funds into the department and provide a much needed service to students who take classes in Chardón.
 - ii. Many professors are actively seeking external funds to supplement their on-going research in language and literature.

E. Implementar Procesos Administrativos Ágiles y Eficientes

- a. Actividades completadas
 - i. We continue to use “dropbox” on all administrative computers in the Department. This allows us to share documents with ease and insures there are no incorrect duplicates of documents. It also serves as a default backup to all of our files.
 - ii. We created a pending file for all Curricular Matters. Housed in our lead secretary’s office, the Pending CC Matters folder allows us the opportunity to easily follow up on curricular changes and courses that have left the department but have yet to be in acted by the upper levels of administration.
 - iii. We have uploaded all of the pertinent Personnel Related forms to our website so they can be easily accessed by teaching personnel who are going up for tenure or promotion.
 - iv. The Associate Director has worked to digitize curricular evaluations for ALL students in the department so that there is no confusion as to what courses are required for graduation.
 - v. We have set up the departmental photocopy machine so that professors can scan and email documents directly to themselves.
 - vi. We have created listservers (email lists) for our MAEE program, BA Students, MA Students and Professors to facilitate more democratic communication allowing anyone to email all of the people on the list without going through the administration.
- b. Actividades en progreso
 - i. We are in the process of digitizing all of the minutes of past department meetings. Once these forms are digitized they will be placed on our website so they can be easily accessed.

- ii. A new website was developed for the Department of English which now includes more information. Students in a summer course with one of our professors leading the group, developed the webpage.
- iii. We continue to update the documents on our website to reflect the most recent forms required for our undergraduate and graduate students.

F. Fortalecer la Investigación y Labor Creativa Competitiva

a. Actividades completadas

- i. The Department of English hosted the first Pop Culture Conference on the island. It brought students and scholars from all disciplines. Keynote speaker was film maker Bruno Irizarry. The activity was coordinated by Drs. Nancy Vicente and Rosita L. Rivera (Director and Associate Director) and it was entirely run by the students.
- ii. The Human-Animal Boundary Conference was successfully hosted by the English Department and coordinated by Dr. Nandita Batra.
- iii. The Department of English and the Faculty of Arts and Sciences hosted a tribute to the late Puerto Rican writer Juan Flores. The activity was coordinated by Dr. José Irizarry.
- iv. In an attempt to get more undergraduate and graduate students involved in research, we continued to regularly offer internship credit for both undergraduate and graduate students who are engaged in faculty supervised research. Such internship programs have ranged from working with EstaVidaBoricua.com as well as volunteering in a local shelter for abused children.
- v. The MayaWest Writing Project, directed by Dr. Nancy Vicente and Dr. Maribel Acosta from Hispanic Studies, continues to provide in-service writing training to teachers and graduate students in the summer. They also provide continuity meetings during the semester.
- vi. Various professors have published books in their respective fields. Drs. Haydock and Lamore have both published edited volumes of their respective fields of literature and Dr. Chansky continues to be the co-editor of a prestigious international journal pertaining to Auto/biography Studies.
- vii. CeiBA: Drs. Kevin Carroll, Catherine Mazak, Rosita L. Rivera, and Sandra Soto have published articles in peer-reviewed publications and presented at local and international conferences as well as directed theses related to language use and language teaching and learning.
- viii. Dr. Flores, currently on a Fulbright Scholarship in Norway, has continued to publish his online blog regarding E-poetry. The E-Poetry Blog was recently named one of the most well-known and followed blogs regarding poetry and literature around.
- ix. Dr. Román continues to work in collaboration with the teaching certification program and with teachers and educators at Ohio State University.
- x. Over half of our professors presented at prestigious local, national and international conferences in the fields of language, literature, and pedagogy.

b. Actividades en progreso

- i. CeiBA Center for Bilingual Education, Co-directed by Drs. Cathy Mazak, Sandra Soto and Rosita L. Rivera, continues to engage in interdisciplinary studies with members of the faculty of Arts and Sciences as well as Engineering. They have also presented at very prestigious conferences this spring such as the George Washington

University Round Table in Linguistics, American Educational Research Association, and the first International Conference in Translanguaging and Pedagogy in Falun, Sweden. The center also has forthcoming articles authored by the co-directors and former graduate students of the MAEE program.

- ii. Various professors are engaged in aggressive research as they work to continue the dissemination of their work, via peer-reviewed journals, publication of books as well as other more creative means of dissemination.

G. Impactar a Nuestra Sociedad Puertorriqueña

a. Actividades completadas

- i. EDSA (our undergraduate student association) is working with the Mayaguez Children's Library and offering tutoring services as well as collecting books to support the library.
- ii. Dr. Rosita L. Rivera is working with Volunteering Tutors for Portal de Amor in San Germán through an interdisciplinary course. Students offer tutoring services to the children at the shelter and also collect books and other materials that students need at the shelter. The students get credit while helping the children at the shelter.

b. Actividades en progreso

- i. The undergraduate and graduate student associations (EDSA and RUMEGA) are planning various activities to support the Children Library.

H. Fortalecer el Sentido de Pertenencia y "Orgullo Colegial"

a. Actividades completadas

- i. The annual activities for new students and the orientation of new students by the department.
- ii. Meet and Greet Activities are hosted each semester at both the undergraduate and graduate level.
- iii. At the end of each academic year, we invite all graduating English students at the BA and MA level for a "Breakfast of Champions" sponsored by the Department.
- iv. Undergraduate and graduate students participate in the Open House activity in order to recruit new students.
- v. The English Department Student Association has hosted several Open Mic activities in which students had the opportunity to share their work with the university community.
- vi. RUMEGA and the graduate students have hosted several activities such as the Open Door series in which professors and students share their work with others.
- vii. Literature Festival hosted by EDSA and English Majors.

b. Actividades en progreso

- i. Summer camps and Summer Institute MayaWest Writing Project
- ii. Summer camp Happy Kids Portal de Amor Initiative
- iii. The undergraduate and graduate student associations EDSA, Pop Culture Association, and RUMEGA are currently planning various activities to engage the university community. Among those activities, there is the second the Pop Culture Conference in 2016.

Por favor asegurarse que en la descripción de las actividades asociadas a cada uno de los objetivos, se identifica claramente la estrategia y las métricas impactadas. En la narrativa, también especifique los recursos financieros y humanos invertidos en las actividades y los logros alcanzados (en las actividades completadas) o los logros esperados (en las actividades en progreso).

