

**Minutes of
DEVW Department Meeting**

HBC 301

August 17th, 2010

3:30-7:00 p.m.

Stacey Stover opened the meeting by having everyone introduce himself/herself. Everyone was then presented with a goodie box compliments of the department. Dr. Hazel Ward, the Dean of Communications, welcomed us to a new year and thanked all the faculty for their hard work.

- The new adjunct faculty members are Anne Fletcher (PIN), Anelia Fairfield (RRC), Ashley Williams (EVC), Alex Hernandez (RGC), Susan Todd (RGC), and Evelyn Richesin (RVS).
- The adjunct faculty representatives are Louella Tate, Tina McGaughey, Jenifer Hamilton, Joe Wiseman, Bill Martin, Kim Martinez, Joy Clark, and Heidi Flynn.
- The DEVW advisors are EVC Stacey Stover, RVS Caryn Newburger, NRG/CYP Frank Cronin, SAC/PIN Brian Yansky, RGC Patti Dungan, and RRC Laura Ore.
- The ADCs are Laura Ore, Frank Cronin, and Patti Dungan.

Stacey reviewed the beginning-of-semester memo, Faculty Online, and the overload policy. She stressed that we respect and abide by the overload policy as our classes are already full. She also introduced the newly developed faculty handbook and mentor checklist, and requested edits be submitted to Rahelina. She discussed Lighthouse implementation which must be completed by August 30, 2010. In addition, the midterm exit essay will be given week 10, Monday, October 25- Thursday, October 29, and the midterm grading session was changed to Saturday, October 30th.

After much discussion, the department decided that readings will be provided to students for both the midterm and the final exit essay, and we agreed to follow guidelines:

- Readings will be given to students 7 days prior to testing
- No class discussions will take place
- Tutors in labs are not to help students
- Readings cannot be used during the exam

These readings will be posted on Bb, but the department has not yet decided which specific reading to use for each prompt.

Jenifer Hamilton gave an overview of tutor summer training workshops. Please start using the tutoring sheet form when you send students to the lab to work on essays. The revised form has been posted on Bb.

Caryn Newburger gave a brief update regarding cutoff scores. For spring we are offering a few more Comp 4.0 sections, WS II 1st 8 week/ 2nd 8 week and possibly more Grammar and Usage classes to accommodate our new students.

Kim Martinez gave ACChieve update.

Laura Ore gave a thorough review of faculty evaluation and portfolio requirements. The information can be found in our new DE VW faculty handbook or Bb or online. Adjunct faculty must adhere to these policies and contact Laura if they have any questions.

The exit essay topics for Fall/Spring were selected and posted on Bb. As always, our calibration session was lively and the meeting adjourned at 7:10pm.

Attended: Patti Dungan, Caryn Newburger, Frank Cronin, Laura Ore, Deanna Johnson, Brian Yansky, Jeanne Chaltain, Susan Todd, Irene Miller, Leslie Hancock, Joy Clark, Gretchen Polnac, Anne Fletcher, Anelia Fairfield, Alex Hernandez, Evelyn Richesin, Ashley Williams, Tina McGaughey, Jenifer Hamilton, Bill Martin, and Kim Martinez.

Absent: Louella Tate, Heidi Flynn, Joe Wiseman.