

## **English Department Meeting Agenda**

August 12, 2016

2:10 PM in Room 2721

### **I. Welcome and Introductions**

### **II. Consent Agenda**

1. Minutes of the June 9, 2016, English Department Meeting

### **III. Discussion & Information Items**

1. Start of the semester reminders
  - a. Syllabus template and submitting syllabus
  - b. Opening day rosters & census rosters
  - c. Reporting absences
  - d. Crashers
2. Faculty observations
3. Canvas vs Blackboard
4. Updated contact information
5. Tutoring & “embedded tutors”
6. Comprehensive program review—English major
7. Possible change to College Hour for 2017-18
8. SLO assessment and data

### **IV. Reports**

1. Distance Ed update
2. Basic Skills update
3. Non-credit English classes

### **V. Other**

### **VI. Adjournment**

**Next department meeting:** Monday, September 12, 12:50-1:50 in 2721