Minnesota State University, Mankato

Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

(Check all that apply):

- College: Arts and Humanities
  - Undergraduate
- Department: ENGLISH
  - Graduate
- Program: English/Speech BS – Teaching
  - CIP #: 131397
- Type of Change: PROGRAM PROPOSALS
- Proposed: Redesign–Change in Program Name
- Title Current: English/Speech BS – Teaching
- Title Proposed: Communication Arts and Literature BS – Education
- 24-Char. Abbrev: Comm Arts Literature -Ed

Effective Date of Change: 06-07

(For Office Use Only)

Course Designator and Number

Number of Credits

(if applicable)

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

No change.

Rationale or Justification for change:

The new title brings the name of the program in line with the Board of Education licensure standards.

***For General Education or Cultural Diversity Courses Only***

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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</table>

? For Writing Intensive Courses, attach a description of the kind and quantity of writing.

? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

a. Syllabus or course outline.

b. Course's student learning outcomes associated with each GE competency or CD designation.

c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

***For New Courses***

(Check all that apply)

- Instructional Type: Lecture
- Course is an elective.
- Course is required for program
- Pre- or Co-requisites:
- Other courses are being changed or eliminated. (Explain.)

Course will be offered:

- Fall Semester
- Spring Semester
- Summer Session

- Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

a. Syllabus or course outline.

b. Course's student learning outcomes.

c. A list of resources required to offer and support this course.

d. A description of how teaching this course will affect department staffing.

e. If 400/500 level course, an explanation of added expectations of graduate students.

Revised September 2002
***For Program Proposals***

Attach paper copies of the following:

a. Student learning outcomes for the program.
b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:
   http://www.mnsu.edu/acadaf/pra/forms/
d. List of program requirements for New programs, or a list of Current and Proposed program requirements for Redesigned programs.
e. A list of resources required to offer and support this program.
f. A description of how offering this program will affect department staffing.
g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

***For Programs Requiring MnSCU Approval***

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:

http://www.mnsu.edu/acadaf/Curriculum/currformsprocess.html

1. Creation of an entirely new program.

2. Redesign of existing programs, which takes any of the following forms:

   - Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
   - Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
   - Change in program name.
   - Change in program CIP #.
   - Change in TOTAL program credits.
   - Change in degree award. For example, changing a B.A. to B.S.
   - Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)

3. Relocation of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.

4. Replication of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.

5. Suspension or reinstatement of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.

6. Closure of a program. This proposal requests closure of an existing program and its from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.
**Minnesota State University, Mankato**

**Curriculum Proposal**

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<th>Department</th>
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<tr>
<td><em>Recommended</em> (Category/ies_ )</td>
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<td><em>Not Recommended</em> (Category/ies_ )</td>
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Comments:

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Comments:

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Comments:

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Comments:

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Comments:

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Comments:

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<td><em>Not Recommended</em> (Category/ies_ )</td>
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Comments:

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<th>Senior Vice President and Vice President for Academic Affairs</th>
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<td><em>Approved</em> (Category/ies_ )</td>
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<tr>
<td><em>Not Approved</em> (Category/ies_ )</td>
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</tbody>
</table>

Comments:
a) Student learning outcomes for the program:
   See attached ("a" and "c" are together).

b) Minutes from department and college curriculum meetings:
   See attached.

c) Program Assessment Plan:
   See attached ("a" and "c" are together).

d) List of Current and Proposed Program requirements for Redesigned Program:
   See attached.

e) A list of resources required to offer and support this program:
   No new resources will be needed.

f) A description of how offering this program will affect department staffing:
   Changes will not affect department staffing.

g) A list of additional library holdings required for this program:
   There are no additional library holdings to accommodate the changes.

**Also attached: Minutes of Speech Communication Department meeting.**
LEARNING OUTCOMES AND ASSESSMENT PLAN (a and c)

Current Title: English/Speech BS – Teaching
New Title: Communication Arts and Literature BS – Education
**No change in outcomes or method of assessment

<table>
<thead>
<tr>
<th>Program</th>
<th>Student Learning Outcomes</th>
<th>Methods of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Arts and Literature BS - Education</td>
<td>+ Knowledge of linguistics; recognition of linguistic competence of every student (a)</td>
<td>A) Journals and discussion of reading assignments</td>
</tr>
<tr>
<td></td>
<td>+ Knowledge of English, American and world literature; literature by female and minority writers; literature for young adults (a)</td>
<td>B) Participation</td>
</tr>
<tr>
<td></td>
<td>+ Knowledge and practice in reading and responding to literature (a, b, c, d, g)</td>
<td>C) Examinations</td>
</tr>
<tr>
<td></td>
<td>+ Oral and written composition; critical analysis of media (a, b, c, e, f, g, h)</td>
<td>D) Essays</td>
</tr>
<tr>
<td></td>
<td>+ Pedagogy for English language arts; instructional assessment; commitment to professional growth (h)</td>
<td>E) Lesson plans and unit plans</td>
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<tr>
<td></td>
<td></td>
<td>F) Other written assignments</td>
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<td></td>
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<td>G) Class presentations</td>
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<td></td>
<td></td>
<td>H) Clinical experience</td>
</tr>
</tbody>
</table>

2005
English Department Meeting
9:00 a.m., September 6, 2006, AH 208
Department Minutes

Present: Banschbach, Black, Casella, Drescher, Dyer, Flaherty, Haas, Johnston, Joseph, Larsson, MacKenzie, McClure, Mink, Nord, O’Meara, Robbins, Sheffer, Stoynoff, Terrill and Tesdell

1. Approval of minutes of May 3rd and August 25 held until next meeting.

2. Committee Reports
Assessment & Program Review: Larsson reviewed the schedule for meetings and tasks for next year’s Program Review.

Curriculum (Casella): Last spring’s two general education course proposals are at UCAP and College level. A proposal for a Film Studies minor is under discussion. BFA in Creative Writing approved by MnSCU last June. Proposed change of title of BS English Education program to Communication Arts and Literature – Education was seconded and approved.

Departmental, Student and Community Relations (Joseph): Welcome party for Karen Lybeck at Green Mill Restaurant today at 4 p.m. Deadline for articles for fall EDN is Sept 13th.

Personnel (O’Meara): no report.

Professional Development and Research Activities (Sheffer): Sabbatical applications due September 21st at 3pm. Two presentations planned, on Thursdays at 3 p.m., to be announced through email.

Scheduling (Dyer): First draft of summer schedule to be done this week; next year’s assignments to be done next week; please send teaching requests to the committee.

Technology (Haas): The committee will meet next month to compile the technology request list for next year.

Graduate (Stoynoff): no report.

3. Staffing Priorities for 2006-07
English Education search will be reopened. The department voted to approve a request for a new faculty line in Technical Communication for 2006-07.

4. Other Announcements
There will be meetings this fall about establishing programs (majors and certificates) at the Normandale campus; the programs would begin next fall.
Summer school enrollment has steadily declined in the past five years.
There will be twice as much funding for FIGs and FRGs this year. Also, there will be a new kind of faculty development funding, IPESL grants, this year. Its focus is improvement of student learning in science,
technology, engineering, mathematics, reading and writing, and critical thinking. The guidelines for applications will be announced this semester, and the deadline for applying is likely to be this semester also.

Sabbatical applications: The sabbatical applications will be available for review behind Kate’s desk in the blue personnel folder. The department will consider whether to approve these at the next meeting.

Dates to remember:
Sept. 13: Applications for faculty improvement grants (fall round) due to dean
Sept. 13: Applications for faculty research grants (fall round) due to Office of Research and Sponsored Programs
Sept. 11: Applications for sabbatical due to chair and department
Sept. 15: Professors, Group 1, PDR and PDP to dean;
          Professors, Group 3, 2-year progress report to dean
Sept. 18: Memo of intent to apply for promotion due to dean
Oct. 1: Requests for phased retirement due to President
Oct. 9: Fixed term & Continuing probationary, new PDP to dean
Oct. 14: Good Thunder, Dodie Miller and Alison McGhee
Oct. 20: Applications for summer Teaching Scholar Fellowship due to VPAA
Oct. 30: Promotion/tenure applications due to chair
Nov. 10-11: GPACW conference at MSU

Next meeting September 27, 2006.

Respectfully submitted

Kate Voight
Administrative Assistant
English Department
Department of Speech Communication

Minutes – August 21, 2006

Present: Christa Brown, Kathleen Crawford, Dan Cronn-Mills, Jim Dimock, Lou Eckert, Jill Hildebrandt, Nan Johnson-Curiskis, Kristen Cvancara, Dave Engen, Jessica Samens, Warren Sandmann, Kristen Treinen, Leah White

The faculty of the Department of Speech Communication had its Opening Faculty Meeting of the 2006-2007 academic year 11 a.m.-1 p.m. at Green Mill Restaurant.

Dan welcomed the faculty back to MSU and wished them well during the 2006-2007 academic year.

Faculty Specializations: Each faculty member will compile a list of their professional specializations. Please send the list via e-mail to Dan. A complete list will be developed and distributed to all faculty.

Upcoming Potential Searches: The department will be requesting to replace Drs. Cady and Harvey. Dave Engen and Kristen Cvancara will be chairing the searches, when approved.

CIP (Classification in Instructional Programs) Codes: CIP Nos. have been changed for the teacher licensure majors in Arts & Humanities. The changes will affect:

   English/Speech Education: Speech Concentration
   English/Speech Education: English Concentration

Dan and John Banschbach (English) have been working to change the teacher licensure major from English/Speech Communication to Communication Arts and Literature. Jim Dimock moved to change the teacher licensure major from English/Speech Education to Communication Arts and Literature. Kristen Treinen seconded. Passed.

Committee Assignments: The Committee Assignments have been posted on the department webpage.

Alumni/AFA NIET Ad Hoc Committee: The department is developing an Ad Hoc Committee comprised of faculty to assist Maverick Forensics in preparing for the AFA-NIET in April, 2006. Jessica Samens will chair the Committee. Jim Dimock moved the Department of Speech Communication to develop an Alumni/AFA NIET Ad Hoc Committee. Jessica Samens seconded. Passed. Committee members: Dan Cronn-Mills and Jim Dimock. If you would be interested in being a member of the Ad Hoc Committee, please contact Dan.
Graduate Policies: Please review graduate documents Dan distributed by e-mail. The department will need finalize the language for the Qualifying Exam process. The new process involves faculty submitting an article for students to read. Please send articles along to Dan. Dan will send a list of citations to faculty to review.

Equipment: Faculty should begin thinking about equipment items. Please send your list to Dan.

Teacher Licensure Offerings: The department needs to be more flexible in offering more teacher licensure course offerings in the evenings, on-line, package courses or summer workshops to accommodate non-traditional students.

Fall Kick-Off Picnic: The department agreed to turn the planning of the fall picnic over to the Social/Fun Committee from the previous year.

Kristen Cvancara / 75% Release / Fall 2006: Dr. Cvancara reminded faculty she will be on a 75% Leave for Fall Semester. If faculty need to contact her, please send an e-mail.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,
Kathy Steiner
**Minneapolis State Colleges and Universities**

**PROGRAM REDESIGN APPLICATION**

**RELATED POLICY or STATUTE:** MS 1996, Ch. 368, Sec. 33; MS 1995, Ch. 248, Article 11, Sec. 10; and MS 1996, Ch. 398, Sec. 38; Board Policy 3.14, 3.17, 3.19

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[This form is designed for electronic use. You should have some familiarity with the Word table-making function. Enter your information in the correct box on the Table below.] Please submit an individual form for each program you are redesigning. Multiple changes to the same program may be made on the same form. You may delete all the tables that do not apply to your redesign request.

---

## SECTION I: DESCRIPTION OF CURRENTLY APPROVED PROGRAM

<table>
<thead>
<tr>
<th>8-Digit CIP #</th>
<th>Program Name</th>
<th>Award</th>
<th>Cr Length</th>
<th>Location/s</th>
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<tr>
<td>31399</td>
<td>English Speech BS – Teaching</td>
<td>BS</td>
<td>60 cr</td>
<td>Minnesota State University - Mankato</td>
</tr>
</tbody>
</table>

Name of affiliated educational institution that offers one or more credits in this program:

Is this award jointly offered: NO

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## SECTION II: PROPOSED CHANGES TO PROGRAM

Effective start date/s: ASAP

Rationale for Proposed Change/s: The new program title brings the name in line with the Board of Education licensure standards.

### Section II A: NAME CHANGE

<table>
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<tr>
<th>Current:</th>
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<tbody>
<tr>
<td>English Speech BS - Teaching</td>
<td>Communication Arts and Literature - Education</td>
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### Section II B: CIP CHANGE*

<table>
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<th>Current:</th>
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<tr>
<td>Current Program Outcomes:</td>
<td>Proposed Program Outcomes:</td>
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</table>

*Contact staff to determine whether change is permitted as a redesign, or whether a new program proposal is required.

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## SECTION II C: CHANGE CREDIT LENGTH WITHIN POLICY

| Previous: No Change | Proposed: No Change |

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## SECTION II D: CHANGE CREDIT LENGTH TO EXCEED POLICY

Credit length beyond the policy limits will be approved only if one or more of the following conditions exist: a) the length is required by a state or national licensing body or other regulatory agency, accrediting association, or board; b) the program is employer-sponsored where the employer specifies the required credits as a condition for conferring the award; or c) a formal task analysis has been conducted within the last three years and the results endorsed by an advisory committee. Request for program length in excess of policy from a professional association or advisory committee is not sufficient for approval.
**Section IIE: ADD CURRICULUM ALTERNATIVE/S**

Name:                  | CIP Code: | Total Credits: \\
-----------------------|-----------|-----------------\\
Option or Emphasis or certificate that is a subcredential of existing award (choose one): \\
Courses unique to this alternative: \\
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<th>Number of Credits</th>
<th>EXISTING COURSE/S</th>
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</table>

*Change in Curriculum Alternative(s): If you are adding multiple alternatives to a single program, please identify each separately and list courses separately by copying and pasting this section as many times as necessary.

**Section IIF: DELETE EXISTING CURRICULUM ALTERNATIVE/S**

Name of Alternative:      | CIP: \\
--------------------------|-----\\

*Delete Curriculum Alternative(s): If you are deleting multiple alternatives, identify each separately. Add additional lines as necessary.

**Section IIG: AWARD CHANGE**

Current Award: | Proposed Award:
List courses for both current award and proposed award

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Section IIH: CREATE NEW AWARD IN RELATED ACADEMIC AREA

Name:  
6-digit CIP:  
Total Credits:  

Please list all courses for the new award below:

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<th>COURSE TITLE/NUMBER</th>
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*Creating new awards in related academic areas: Before completing this section, contact Academic Program staff to verify that you can make these proposed changes as redesigns. If you are adding awards in multiple related areas, identify each separately and list courses separately by replicating this table.

**SECTION III: REDESIGNED PROGRAM SUMMARY**

**Program Requirements:**

Complete this section if the number of credits in the award has increased from the previous design, or if it is a new award. Use the following headings to provide information on each of the components in the program. List all credit totals required for the students to graduate, including prerequisites. If this application is for multiple awards (AAS and/or diplomas and/or certificates) duplicate this table and list requirements for each award separately.

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<td>Major-Core</td>
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<td>Major-Alternative (see above)</td>
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<td>Major-Restricted Electives</td>
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<td>Required Minor (or est. 20 credits)</td>
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<td>Free Electives</td>
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</table>

**TOTAL PROGRAM CREDITS**

**SECTION IV: APPROVAL VERIFICATION**

Application Author: John Bauschbach

Title: Chair

Campus: Mankato

Phone and E-Mail: 389-5501, John.Bauschbach@mnstate.edu
SECTION V: APPENDICES/SUPPORTING DOCUMENTATION

A. Institution Curriculum Committee Membership and Minutes showing recommendations (required) SEE MINUTES ATTACHED TO PROGRAM REDESIGN PROPOSAL (English and Speech departments)
B. Occupational/Professional Demand Data (required, if adding a certificate or AAS to an AS).
C. Copies of Agreements with Institutions (Joint and Articulated degrees) (required, if applicable)
D. Justification for Exceeding Program Credit Lengths set in Policy (required, if applicable)
E. Evidence of business/industry support (required for occupational programs, optional for others)
F. Letters of Support (optional)
English Department Meeting  
9:00 a.m., September 6, 2006, AH 208  
Department Minutes

Present: Banschbach, Black, Casella, Drescher, Dyer, Flaherty, Haas, Johnston, Joseph, Larsson, MacKenzie, McClure, Mink, Nord, O’Meara, Robbins, Sheffer, Stoynoff, Terrill and Tesdell

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   There will be meetings this fall about establishing programs (majors and certificates) at the Normandale campus; the programs would begin next fall.
   Summer school enrollment has steadily declined in the past five years.
   There will be twice as much funding for FIGs and FRGs this year. Also, there will be a new kind of faculty development funding, IPESL grants, this year. Its focus is improvement of student learning in science,
technology, engineering, mathematics, reading and writing, and critical thinking. The guidelines for applications will be announced this semester, and the deadline for applying is likely to be this semester also.

Sabbatical applications: The sabbatical applications will be available for review behind Kate’s desk in the blue personnel folder. The department will consider whether to approve these at the next meeting.

**Dates to remember:**

- Sept. 13: Applications for faculty improvement grants (fall round) due to dean
- Sept. 13: Applications for faculty research grants (fall round) due to Office of Research and Sponsored Programs
- Sept. 11: Applications for sabbatical due to chair and department
- Sept. 15: Professors, Group 1, PDR and PDP to dean; Professors, Group 3, 2-year progress report to dean
- Sept. 18: Memo of intent to apply for promotion due to dean
- Oct. 1: Requests for phased retirement due to President
- Oct. 9: Fixed term & Continuing probationary, new PDP to dean
- Oct. 14: Good Thunder, Dodie Miller and Alison McGhee
- Oct. 20: Applications for summer Teaching Scholar Fellowship due to VPAA
- Oct. 30: Promotion/tenure applications due to chair
- Nov. 10-11: GPACW conference at MSU

Next meeting September 27, 2006.

Respectfully submitted

*Kate Voight*

Administrative Assistant

English Department