

TO:EPC
FROM: Catherine Burroughs, Chair
RE: ANNUAL ASSESSMENT REPORT
DATE: May 1, 2016

1. The Annual Assessment Meeting

A. Data, Length, Attendees:

The Department of English met on March 24, 2016 to discuss the process for both our Assessment Plan and Assessment Report. Attending: Catherine Burroughs (Chair); Cynthia Garrett; Dan Rosenberg.

B. Topics: Our staffing concerns, position request, budget, curriculum, and the requested assessment documents.

2. Examination of Assessment Data

Since we have just created an Assessment Plan for the first time, we will be collecting data during the 2016-17 year for our annual report next May (2017).

3. Program Changes

A. In response to staffing issues, we have adjusted our requirements for both the Literature and Creative Writing concentrations: in fall 2016, students will be required to take one of three courses in Theory: ENGL 301 ("Translations"), ENGL 380 ("Critical Theory"), or FMS 241 ("Reading Popular Film").

B. We are requiring ENGL 225 ("Introduction to Shakespeare") for all majors.

C. We will now teach ENGL 401 as a course taken by all students together with one professor guiding them in their Senior Thesis project.

4. Action Plan for Upcoming Year:

Due to the work we just completed on our Prioritization Forms and Position Requests, we were able to isolate our immediate program goals and to determine how well these goals are being met. (**Please see Prioritization Document attached.**)

1. *Staffing Goal:* to hire a full-time or tenure-track professor of English specializing in American literature, post-colonial theory, and cultural studies. We also are

supporting the unionization of adjuncts by avoiding hiring adjuncts to replace courses previously staffed by tenured faculty (unless they are paid properly and receive full benefits).

2. *Curriculum Goal:* To maintain a strong English major that serves the needs of our students by providing them with a sophisticated, well-rounded major. In response to staffing issues, we have adjusted our requirements for both the Literature and Creative Writing concentrations: in fall 2017, students will be required to take one of two courses in Theory: ENGL 301 (“Translations”) or ENGL 380 (“Critical Theory”). In addition, we are requiring ENGL 225 (“Introduction to Shakespeare”) for all majors.

3. *Data and Collection Goal:* We have created an “Exit Interview” sheet (see document in our ASSESSMENT PLAN) in order to keep track of graduating seniors and to have them provide feedback on the strengths and weaknesses of our department. This sheet will be issued to each graduation senior in May of each year. We have also made arrangements to fund an annual summer internship to assist us in the running and research of our department; duties will include: assisting the Visiting Writers Program; processing our Exit Interview; securing an alignment with the Book Arts Center and its curriculum in order to enhance our current offerings and the major/minor.

4. *Department Budget:* The Department has requested the same budget for over 15 years. To address this, we have requested that our budget be raised from \$2500.00 to \$3800.00 starting July 1, 2016. This increase will: help fund a symposium in October 2016 in conjunction with the alumni office to showcase our graduates pursuing careers and higher degrees in writing/editing/publishing/journalism/film, law, etc.; encourage our members to stay current with professional memberships; pay for internships that contribute to the running and research of our department (since no Faculty Secretary is available to meet these needs); fund the annual Department Party for graduating seniors at Professor Burroughs’ home the evening before graduation; provide social events at which our current students can discuss career opportunities with professors and other students, etc.

5. THE UPDATED ASSESSMENT PLAN:

Since this is our first assessment plan, we will use it as the template for our subsequent updates in the Annual Report.

