

## Minutes of Writing & Language Studies Department Meeting

Monthly meeting held concurrently in Brownsville, Texas, called to order at 10:53 AM on September 27, 2019.

**Members in Attendance in Brownsville:** Dr. Colin Charlton, Dr. Dania Lopez Garcia, Denae Dibrell, Dr. James Frost, Monica Reyes, Dr. Luis Castañeda, Amy Frazier, Ana Peña, Pamela Herring, Dr. Yong-Kang Wei, Mary Chiyuang, Dr. Gabriel Gonzalez Nuñez, Dr. Jose Davila-Montes, Dr. Nazaret Fresno, Dorian Vasquez, Adela Tamayo, Susan Mills

**Staff in Attendance:** Sarah Munoz, Leslie Lozano, Karina Garza

1. Introductions
  - a. New Brownsville work studies: Leslie Lozano and Karina Garza
  - b. Dr. Luis Castañeda—Spanish program
  - c. Mary Chiyuang—Visiting Scholar from China. As a note, in order to engage visiting scholars, it is possible to pair them up with others in their fields of interest. So they have mentors to learn from. Please email Dr. Charlton or Sarah if you would like to have this do this.
2. Workload policy—we are currently working off the general CLA workload policy while we continue to revise our own. In WLS, not all classes are created equal and we are trying to find a way to mold the workload around number of students rather than sections.
3. We are working on ways to disseminate departmental information. Minutes and screencasts will be sent out to faculty who are unable to make meetings.
4. Schedules are mostly done. Students can see Spring 2020 courses online in preparation for registration opening up on October 28<sup>th</sup>. Final Spanish revisions being completed. Due to an increase in student complaints, changes to classes will no longer be done within 3 weeks of classes starting. Please check schedules in Assist now to ensure that courses, rooms, etc. are correct. Also, please know who it is you are going to regarding schedule changes. Rooms—Sarah and Luz. For major class changes, please speak to your coordinators.
5. Assessment—Why do we offer what we offer? Assessments are needed to understand how we feel about what is going on in the department/university and how students feel about classes and the university. We are currently using a template created by Dr. Steve Wilson but are open to something better that might better fit our needs. If you have an idea, or metric that would be more relevant or impactful for assessment (that reflects student needs/experiences), please bring it forth.
6. New initiative to have faculty update their FPT portals every month. Entering information will allow Dr. Charlton and those at higher levels to run reports utilizing up to date data.
7. New leadership committee consisting of committee chairs and other persons in leadership positions is being formed to help with issues such as assessment, schedules, and other departmental issues that may come up. Will also help with the focus of disseminating departmental information.
8. Climate survey—We need to show steps we have taken toward improving our department and environment for everyone. The Engagement committee will continue with focus groups and

surveys. There will also be an open house for WLS/LCS English and Spanish Programs. The event will take place in Brownsville from 12p-2p in Salon Cassia on October 15<sup>th</sup>. On the Edinburg campus ENGL will be on Oct 23<sup>rd</sup> in the Clark Art Gallery, and Spanish will be on October 24<sup>th</sup> in the Clark Art Gallery. We will provide pizza and drinks for students.

9. If you have any flyers or info for new classes or if you have something to highlight about a class, please send it to Dr. Charlton by October 7th. We will be emailing all students who those classes are relevant to.
10. Technical Review—Dr. Charlton has been working hard on this and we are in good shape. He will be going through course descriptions to make sure courses are named/numbered correctly. We are shedding courses that have not been offered in 3 years or more. Degrees will most likely be updated and active Fall 2020.
11. Committees—In regards to everything done, please find ways to document everything. Committee chairs may send out thank you or accomplishment emails, flyers can be kept, anything and everything possible so that while filling out dossiers, it will be about showing and not just telling. We will also work on creating a system to keep event “documentation” in a central location for everyone to have access to.
12. Next week an email will go out calling for NEXUS presentations/panels.
13. Towards the end of October, the Spanish Program will be putting on a series of events.
14. If there is an event that you will need money for, please ask before the event and with time so that we may see what monies are available.
15. UTRGV will not allow the use of UTRGV logos that are not UTRGV brand. Student organizations, events, symposiums, class projects that use logos must use an official logo created by the marketing department. We are not allowed to use The University of Texas Rio Grande Valley unless it is in a marketing approved/created logo or watermark. Flyers put up that are not in compliance can and will be traced back to us. Homemade UTRGV swag will no longer be allowed. Any flyers wanting to be used may be sent to Dr. Charlton for a look over. If you are unsure, you may email the marketing department, as well.
16. Professional developments will be held after departmental meetings.

Meeting adjourned at 11:46 AM.