

Department of English
Administrative Activities Review (AAR)
9/27/2018

I- Basic Facts and Description of the Administrative Unit

Mission: Our course of study of literature, language, rhetoric, and creative writing fosters the development of critical thinking, skilled communication, appreciation of cultural contexts, informed citizenship, and knowledge of the various literary texts representing human thought and inquiry through the centuries.

The mission of the English department is:

- To help students improve the ability to read intelligently and to write with precision, fluency, and grace.
- To enable students to evaluate literature of the United States and beyond, with an appreciation of the diversity represented throughout the world of letters.
- To provide students with a broad historical view of literature, as well as an intensive knowledge of selected periods, genres, and writers.
- To assist students in furthering the knowledge of the structure and history of language, and to acquaint them with the theories of language held by major schools of linguistic thought.
- To enable students to evaluate texts not only as readers, but also as writers, and to seek innovative methods for expressing their own observations.

Undergraduate Programs English BA

Minors: English (330000M), Professional Writing (330006M), Creative Writing (330007M), Popular Literature and Film ((330009M), African-American Literature and Language (330011M),

Certificates: Linguistic Studies (330008C), Professional Communication (770008C), Teaching English as a Second Language (330003C)

Graduate Programs: M.A. in English Literature, M.A. in English Composition
Master of Fine Arts in Creative Writing (NEOMFA)

Graduate Certificates: Composition, Literature, Teaching English as a Second Language

Goals: The staff supports short- and long-term goals related to serving students as they work toward their undergraduate and graduate degrees and certificates and the fulfillment of the General Education Tier 1 program requirements and other General Education requirements.

Services:

The administrative components of the department of English consist of a **Chair** (Maria Alejandra Zanetta) , one assistant to the Chair and Undergraduate advisor (Mary

Biddinger) , one **Interim Director of the composition Program** (Catherine Stoyhoff), one **assistant to the coordinator of the composition program** (Brian Harrell), one **Graduate coordinator and NEOMFA Coordinator** (David Giffels), one fulltime **administrative assistant (Theresa Morrison) and one part time administrative assistant (Carol Szabat) .**

Chair (Dr. Maria Alejandra Zanetta): the administrative responsibilities of the chair are evenly split between Chair duties of the **Department of English** and the **Department of Modern Languages**, service in several committees and **a teaching load of 1/1**. The Chair meets periodically with all full-time faculty members in the department to discuss work performance, future individual and collective goals and to discuss personal issues as they arise. The Chair also addresses student complaints, answers inquiries from parents, responds to media requests, manages the budget, workload and attends to other administrative matters related to the unit. The chair also sets the schedule for fall, spring, and summer semesters for Chinese, German, Italian, Japanese and Latin; assigns teaching staff for all the classes in these languages; interviews prospective part time faculty, observes on a rotating basis part time faculty (with emphasis on new faculty members); works with course coordinators to solve student issues; writes and submits curriculum proposals for all the languages without a coordinator; evaluates language courses transferring to UA.

Department Assistant Chair and Undergraduate advisor (Mary Biddinger)

- Holds individual advising meetings with current and prospective undergraduate students in the English major, second major in English, and English minors. Meets regularly with advisees over the course of the academic year using Degree Progress Report (DPR) system.
- Completes paperwork for students wishing to add English major, second major in English, and English minors.
- Creates and approves course substitutions for English students, as needed.
- Corresponds with BCAS Dean's Office and registrar's office to clear up any problems in DPR.
- Reviews transfer work (typically for upper level courses) upon request from transfer students and their advisors.
- Works with BCAS Dean's Office and registrar on Degree Clearance Reports, which are sent frequently. Runs DPR for every student not clearing, and promptly contacts these individuals to remedy problems.
- Helps coordinate volunteers to staff Department of English table during admissions recruiting events.
- Meets with prospective students (often accompanied by parents) who are interested in pursuing the English major, or one of the minors.
- Coordinates and emcees annual student awards event. Initiates collection of funds for staff holiday gifts (administrative assistants and student assistants).
- Helps plan class schedule to troubleshoot problems with course availability, and other concerns as they arise.
- Assists with review of courses for transient permission (study abroad programs, or coursework to be taken transient at other universities).

- Helps students find replacement English classes when cancellations take place. Notes trends in enrollment, for departmental use.
- Sends informational messages and announcements to English majors, as needed.

Fall 2017/Spring 2018: 2/2 teaching load, no year stipend, \$4,608.00 stipend for summer 2018

Fall 2018/Spring 2019: Same as AY 2017/2018

Director of Composition (Catherine Stoyhoff)

- Oversees day-to-day operations of the freshman composition program
- Determines part-time faculty staffing needs and establishes schedule for English Composition 111 and 112 each semester (Approximately 125-150 sections per semester)
- Coordinates scheduling sections of English Composition 111 and 112 with Distance Learning, Honors, and Learning Communities
- Articulates and revises guidelines and curriculum for English Composition 111 and 112
- Supervises part-time faculty teaching English Composition 111 and 112
- Interviews and hires candidates for new part-time faculty
- Terminates employment of part-time faculty when necessary
- Train all new part-time faculty members to teach Composition following the Program learning objectives and to the standards expected by the University
- Assist with the teaching of the graduate assistant practicum and mentor and supervise TAs
- Designs, implements, and coordinates composition assessment programs and analyzes results
- Train and supervise CCP faculty
- Conduct formal classroom observations of CCP Composition Faculty as required by the State of Ohio CCP Program
- Acts as Liaison with university-wide units—Provost's office, Directors, Honors Program, Developmental Programs, Freshman Orientation programs, etc., on freshman composition issues
- Works with Composition Coordinator at Wayne College to ensure consistency across the two campuses
- Develops and oversees student evaluations of composition faculty
- Handles emergency staffing problems in the composition program resulting from illness, resignation, etc.
- Handles student complaints and inquiries
- Handles part-time teacher concerns—teaching methods, discipline problems, conflicts, etc.
- Makes classroom visits to TAs, new part-time faculty, and returning faculty on a rotating basis

- Develops specialized and cross-curricular sections of freshman composition in conjunction with selected academic majors (Major-focused Composition)
- Handles plagiarism complaints
- Assesses transfer credit for composition courses from other universities
- Oversees the delivery of online English Composition 111 and 112 with a focus on attracting non-traditional and post-secondary students
- Reads CLEP test essays for either pass/fail in composition
- Reads recommended student papers for Honors 112
- Assesses proposed curricula for Honors sections of 111 and 112
- Writes regular assessment reports and other required reports
- Reviews textbooks for possible adoption
- Functional supervision of the Composition Program administrative assistant (AA reports to the Department Chair)
- Oversees Distance Learning Composition Program
- Develops and coordinates professional development workshops for composition faculty

Fall 2017/Spring 2018: Teaching load 2/1 plus \$8000 AY stipend and \$4,608.00 for summer 2018.

Fall 2018/Spring 2019: Teaching load 2/2 plus \$8000 stipend. During AY 2017/2018 Mrs. Stoyhoff had a 2/1 load because she was handling additional administrative duties that were normally handled by the full-time department administrative assistant. The AA at the time was not able to handle some of the more technical and detailed parts of the job. Because the work needed to be done and done accurately, Mrs. Stoyhoff agreed to take on those duties. John Green agreed to give her an additional course release and provided a \$2000 stipend to Brian Harrell (administrative duties below) so that he could assist her. Since the English Department has hired a new administrative assistant, **Mrs. Stoyhoff will be going back to a 2/2 load for AY 2018-2019, and Brian Harrell will not be receiving a stipend for the Fall 2018 and Spring 2019 semesters.** He will still be receiving one course release to help with TA mentoring/observation, professional development, and other administrative tasks as they arise.

Assistant to Composition Director (Brian Harrell)

Duties performed:

- **Completion of learning assessments** for English Composition 111 and 112, to gauge the overall preparedness of students completing Comp 111, moving into Comp 112, and students completing Comp 112, the end of the composition sequence.
- Conduct **research on**, including writing syllabuses, a **hybrid composition model, combining the Writing across the Curriculum model and Writing in the Discipline model and creating a Major Focused Composition.**
- Assisted in **scoring CLEP tests**

- Discussed the **learning objectives for the composition sequence and participating in the pre-semester meeting for all composition instructors**, presenting much of what this report discusses. **All of these have continued through the 2017-2018 academic year.**
- **Mentoring English Department's Teaching Assistants.** (had several one on one meetings, email conversations, discussions about teaching Composition 111 & 112 for the first time, a professional development meeting discussing the multi-modal aspect of the course, and completed classroom observations for many of the instructors, which included observing the 75-minute class, writing up that observation and submitting it to the department and discussing the individual observation with the Teaching Assistant). Due to this mentoring, there has been a large improvement from semester to semester. Each teaching assistant received a write up of the class Prof. Harrell observed and continued on-on-one discussion. The observations and continued mentoring takes a minimum of five hours a week throughout each semester.
- Meeting with the College of Health Professions as part of the implementation of the **Major-Focused Composition classes** and finalizing readings and specific needs/goals of the course. As a result of conversations with CHP, in the fall of 2017, two pilot courses in Health Professions ran: a 111 course and one 112-Honors course. These courses worked out exceptionally well, provided a strong foundation for the program. In the spring of 2018, two Composition 112 for Health Professions ran, adding 35 students to the 30 taught in the fall. From these four courses, we are learning how this type of learning can be beneficial for other colleges and majors. There was also a course taught by Katie Stoyhoff in the College of Education, a pilot a course for Education majors in the fall and spring with success. In 2018-2019, the results of the research completed of the six courses will be analyzed, and an academic article will be created. The plan is to be able to create Major Focused Composition for many majors, adding Political Science and Business to **the 2018-2019 offerings**. The time taken to research and assess Major Focused Composition will provide new avenues to bring students into the University of Akron.
- Developed professional development programs in the fall of 2017 after discussing the needs of the adjunct lecturers in the English Department
- Attended the national English Composition, four-day, conference in Portland, Oregon, which allowed Prof. Harrell to sit in on several sessions dealing with professional development and writing program administration. Using the information obtained during the conference, he created a survey that the part-time instructors and TA's were asked to complete. Their results were used to identify the needs of the department. From the survey results, Prof. Stoyhoff and Prof. Harrell **created a professional development curriculum** that went into

effect in August of 2017. These were offered monthly via in-person or online formats and are continuously being revised as we find the correct modes. Once a month, he prepared a one-hour discussion of various topics in Composition. Then, during the last week of each month, two, one-hour professional development opportunities were provided to part-time faculty. **This will be continued in 2018-2019.**

In addition to Major Focused Composition assessment and implementation, mentoring and observing several teaching assistants (including meeting with a second-year TA several times over the semester as per his contract), reading and assessing CLEP exams, providing faculty with professional development opportunities to be held the third Friday of every month, continuing assessment of the Composition program, assessing and analyzing data from 2016-2017 and 2017-2018, and serving on the English Chair committee, Mr. Harrell will be serving as chair of the Common Reading committee, and working on a project which is a collaboration between Northeast Ohio Medical School and the University of Akron's English Department by offering graduate classes to students earning a Master's Degree in Bioethics and Humanities. As the point person for this collaboration, which could add several students to the graduate classes, Mr. Harrell will be participating in several meetings both at the University Akron and at NEOMED.

Fall 2017/Spring 2018: teaching load 3/3, one course reduction per semester plus \$2000 yearly stipend and a \$1,325 stipend for the summer.

Fall 2018/Spring 2019: teaching load 3/3, one course reduction per semester no stipend

Graduate Studies Coordinator and NEOMFA coordinator (David Giffels)

NEOMFA CAMPUS COORDINATOR:

As NEOMFA Campus Coordinator, Prof. Giffels serves as student advisor to all UA students in the consortium, meeting with them individually each semester to plan their course schedules, keeping them informed about all matters related to the program, and answering individual questions throughout the year. Eighteen NEOMFA students are currently enrolled at Akron. He manages the admissions process each year and serves as Akron's representative on the NEOMFA executive committee, meeting several times each year with the other coordinators and the program director to conduct long- and short-term planning and handle various administrative matters, including a complex system of course schedules across four campuses, recruiting strategies, and changes in program policy.

He plans and facilitates events for at least one visiting writer a year on the Akron campus. He manages all group communication through the student listservs, attends all NEOMFA events as Akron's representative, including summer orientation, graduation and readings.

GRADUATE PROGRAMS COORDINATOR:

As the Department of English Graduate Programs Coordinator, Prof. Giffels advises all students in the department's M.A. programs (literature and composition) and oversees administrative matters for the MFA students. Seventy-one graduate students are currently enrolled. Prof. Giffels answers all inquiries about the programs, financial support, and requirements for graduation. He advises and guides students through course selection and the registration process and oversees all thesis paperwork. He manages all group communication through the student listservs, serves as a reader on all MA theses. He also manages, reviews, and processes all admissions applications, making decisions on which students will be accepted. Prof. Giffels works with the department administrative assistant to clear all graduates on DPR. He oversees renewals of graduate faculty status, processes all TA applications, chairs the TA selection committee, and interviews all TA finalists with the composition director. Prof. Giffels arranges an annual graduate faculty meeting to approve the assistantship list. He manages the renewals of assistantships and works with the administrative assistant to prepare contracts for TA's. He also advises students on procedures for graduation.

Fall 2017/Spring 2018: 2/2 teaching load, no year stipend, \$1,502 stipend for summer 2018

Fall 2018/Spring 2019: Same as AY 2017/2018

Administrative Assistant (Mrs. Theresa Morrison) → Full time appointment

- Work effort for the administrative assistant is approximately 60% clerical (e.g. PeopleSoft reports, scheduling, PAFs, communications, TAAR preparation, PO processing), 10% faculty research support and 30% direct student support (e.g. course scheduling, degree audits, managing student communications with faculty).
- Works closely with the Graduate Coordinator on issues relating to accepting new graduate students into our various programs. Assists in enrolling students, assists with research in regard to degree clearance, communicates with students regarding various issues as they transition into graduate school and into their graduate teaching assignments.
- Works closely with the NEOMFA Coordinator on issues related to accepting new graduate students into this program. Because this program is a consortium with three other universities, there are a lot of external pieces to manage, specifically with cross-registration between the four schools. Not all registration can be completed through Peoplesoft and therefore, detailed spreadsheets must be maintained. Additionally, Mrs. Morrison posts end of the semester grades for the students in this program and follows-up on all graduate students who are completing thesis to determine who has finished and who is still in progress.
- Supervises student assistants. Hires, trains, schedules and evaluates all student employees working in the English office.

- Handles the travel reimbursement paperwork for the English department faculty. Works closely with Purchasing to assign limits to faculty credit cards and keeps track of all declining balances.
- Maintains and update listservs. Serves as the Point person for listserv postings.
- Maintains physical files for all graduate students in the English department.
- Assists the Department Chair and Composition Director with various duties and projects.
- Coordinates the annual distribution of scholarship monies to graduate students as well as plans and executes the program and reception.
- Orders and maintains office supplies.
- Processes purchasing for department.
- Serves as the contact person for problems in the department computer labs and all of the copying equipment
- Coordinates surplus property removal and associated paperwork

Administrative Assistant Carol Szabat → Half time appointment

- 55% Day to day administration requirements of English Freshman Composition Program. Heavy interaction with students, faculty, other staff, etc. regarding enrollment in courses personnel data, scheduling needs, and program information requests. Extensive student contact concerning English Composition Program, e.g. Permission to enroll, enrolling students in courses, placement decision complaints, bypass/transfer credit questions, course descriptions, etc. and work with academic advisors on student issues.
- 20% Schedule staff for 220+ composition courses per semester and accompanying hiring paperwork each semester. This includes specialized staffing in fall/spring of two English Composition labs, Honors, ESL, Distance Learning, Learning Communities section of English Composition.
- Ordering textbooks for both upper level English classes and English Composition classes and ordering desk copies for instructors. Processing PAF's for all part-time instructors. Processing the paperwork for promotion for part-time instructors. Processing TAAR's for all Full-time Faculty and Graduate Assistants. Preparation of English Composition Master Schedule each semester and inputting into PeopleSoft.
- 20% inputting the schedule for Fall/Spring semesters. Preparation of English Composition reports and miscellaneous correspondence. Respond to UA record keeping requests. Coordinating student's evaluations for upper level English Classes and English Composition classes. Organize and schedule part-time meetings.

- 5% composing, typing various letters, memos, teaching requests, teaching schedules, office assignments. Responsible for collecting data for various reports for records throughout each semester.

Critical Partners: The department has a robust General Education program. The department offers many sections of required Composition Courses that are part of the Tier I: Academic Foundations (3300:110 Composition 1 plus workshop, 3300:111 and 3300:112 Composition 1 and 2), a large number of literature electives (3300:283 Film Appreciation, 3300:281 Fiction Appreciation, 3300: 252 Shakespeare and his world) as well as tagged courses such as 3300:300 critical reading and writing, 3300:350 Black American Literature and 3300: World Literatures). In addition, the department is part of the NEOMFA consortium and serves students from the University of Akron, Cleveland State University, Kent State University, and Youngstown State University who are enrolled in the prestigious MFA in Creative Writing.

Customers: The Chair, Administrative Assistants and program coordinators support 15 tenure track/tenured faculty, 7 NTT faculty, 10 graduate teaching assistants, approximately 32 part time faculties and the teachers teaching more than 30 CPP sections per semester at area High schools. In addition, they perform administrative tasks associated with the majors, masters and undergraduate and graduate certificates offered in the department. The Department also serves the general student population of the University in the fulfillment of the General Education requirements associated with Tier I: Academic Foundations/ Writing by offering numerous sections in face to face and DL formats of Composition 1 and 2 courses, a large number of literature electives plus several tagged courses. Furthermore, the department trains and supervises CCP faculty and conducts formal classroom observations of CCP Composition Faculty as required by the State of Ohio CCP Program. Additionally, faculty in the department advises and supervises several student lead initiatives such as The Literary Guild and The Upstart Crows and The Society of Akron Graduate English Scholars

Key Performance Analysis:

It is important to note that the table below excludes second majors. Second majors are not evenly distributed across campus. Smaller programs (English is 36credits) in core skills (such as reading and writing) have more second majors. A recent list of students who graduated with English as a second major suggests that we now average an additional six or seven undergraduate degrees awarded per year, meaning our “degrees granted” in Table 1 undercounts our accomplishment in this area by about 15%. It should also be noted that Education majors who complete 75% of the English major are not reflected at all in the undergraduate major headcount data in Table 1. Besides the numbers on this table, it is also important to keep in mind that English serves the needs of students in the General Education program and in a wide variety of programs across campus in courses outside the General Education program. This table also excludes graduates from our stand alone TESL program.

Teaching Outcomes: UA Data							
Department: English							
Count							
	Fall 2014	Fall 2015	Fall 2016				
Undergraduate Majors	158	144	138				
Master's Students	69	75	71				
Doctoral Students	0	0	0				
Tenure Track Faculty	20	19	18				
Non-Tenure Track Faculty	14	13	7				
Part-time Faculty	60	52	47				
Degrees Granted							
	FY 2015	FY 2016	FY 2017				
Undergraduate	51	36	44				
Master's	31	24	29				
Doctoral	0	0	0				
Fall 2016							
	SCH by Course Level		Teaching Responsibility				
	Count	Count %	FT Tenure/ Tenure Track	FT Non-Tenure Track	FT Visiting	PT	GA
100 Level	9,763.0	78.6%	3.8%	12.5%		73.4%	10.3%
200 Level	714.0	5.8%	59.7%	33.6%		6.7%	
300 Level	861.0	6.9%	65.9%	16.4%		17.8%	
400 Level	519.0	4.2%	93.4%			6.6%	
500 Level	144.0	1.2%	98.0%			2.0%	
600 Level	414.0	3.3%	97.4%	2.6%			

II- Resources:

Personnel: The Department of English falls under the Humanities Division of the Buchtel College of Arts and Sciences. The department has one interim chair shared with Modern Languages, a full time administrative assistant, a half time administrative assistant, 15 tenure track/tenured faculty, 7 NTT faculty, 10 graduate teaching assistants and approximately 32 part time faculty plus the teachers teaching English classes as CPP at area High Schools. The Department of English general teaching load is 3/3 for t/t faculty and 4/4 for College lecturers.

Financials: Major categories of expenditures are listed below. In FY18, the **interim chair for both Modern Languages and English** was Associate Dean, Dr. Wrice. His salary was the salary of associate Dean and he did not receive any additional stipends for performing these two additional administrative duties. In June 2018, Dr. Wrice was appointed Dean for Undergraduate Studies while still retaining his old role of Associate Dean. Due to this new assignment, a new interim chair was appointed. **The new interim chair, Distinguished Professor Maria Alejandra Zanetta**, earns an 11 month salary plus a **\$12000 year stipend.**

Full time Administrative Assistant	\$23.55 hourly
Part time administrative Assistant	\$17.01 hourly
Composition Director	\$8000 AY stipend and \$4,608.00 for SU 2018.
Assistant to the Composition Director	\$2000 yearly stipend and a \$1,325 stipend for SU 2018
Undergraduate Advisor and Assistant Chair stipend for SU 2018	No Year Stipend, \$4,608.00
Graduate and NEOMFA Coordinator for SU 2018	No year stipend, \$1,502 stipend
Student Assistants	\$3,856.12

Space – The Chair and Administrative Assistants each occupy one office in Olin Hall. The Department has a Language lab as well in Olin Hall.

III-Future Plans

Potential Changes: Department faculties envision multiple opportunities to grow enrollments and increase overall retention and persistence for UA. Some of these opportunities involve the development of an undergraduate minor in Literary Publishing

that would bring together existing courses, new courses, internship opportunities, and the participation in student-run journals. Efforts will be directed to strengthen the collaboration between Northeast Ohio Medical School and the University of Akron's English Department by offering graduate classes to students earning a Master's Degree in Bioethics and Humanities. The Department would also work towards the creation of more Major Focused Composition courses for more majors, adding Political Science and Business to the 2018-2019 offerings.