

## 2007 MASTER PLAN/PROGRESS REPORT

**Educational Support Unit: Department of English and Foreign Languages**

**Person Responsible: Dr. Scott Goins**

**Date Submitted: May 25, 2007**

**Mission:** The mission of the Department of English and Foreign Languages is to train students to understand and to communicate ideas through the medium of languages: English, French, Greek, Latin, and Spanish. The department also encourages active engagement in research and creative work, and its members help to serve the intellectual and cultural needs of the community. Specifically, English courses give the training necessary for effective writing and correct speaking, provide a well-rounded knowledge of the English language, encourage critical thinking, develop a perceptive approach to literature, and help in the selection of human values that will enrich the intellectual life of individuals and increase their multifold usefulness to society. Courses in foreign languages afford students the opportunity for understanding, speaking, reading, and writing languages other than their native tongue, acquaint students with the important non-English literature of the world, and introduce individuals to the nature and structure of foreign languages as important parts of the world cultural heritage.

**Institutional Mission Reference:** The Department of English and Foreign Languages offers “associate, baccalaureate, and specific graduate curricula distinguished by academic excellence.” Through its curricula and sponsorship of cultural events it encourages “university-community alliances.” Coursework on all levels enable students to “cultivate skills for critical thinking and effective expression” and thereby achieve “student success.” Foreign language courses, and many courses in English literature, contribute to “an understanding of the global community.” (All quotations refer to the institutional Purpose/Mission statement in the University Catalog.)

### Assessment Methods Utilized:

- Student Opinion Survey (SOS)
- National Survey of Student Engagement (NSSE)
- Internally-developed Survey
- Faculty Roster
- Annual Performance Review (APR)
- Community Involvement
- Exit Survey/Interview/Exam
- Grant Activity
- Number of Publications
- Participation in MSU Committees/Organizations
- Participation in Professional Committees/Organizations
- Student Evaluation of Instruction (SEI)
- Unit Audit
- Data collection via Excel spreadsheet
- Data collection via Access database
- Other - Please describe: \_\_\_\_\_

### Data Repository Location:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Kaufman 123
- Kaufman 123
- Kaufman 123
- Kaufman 123
- Kaufman 123
- Kaufman 123
- Kaufman 123
- Kaufman 123
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Educational (Support Unit) Performance Objective 1:** Engage in collaborative ventures and campus and community activities which enhance economic development and cultural growth.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>100% of faculty members will engage in service to the University and/or community through participation in community activities, university committees, and/or departmental committees</p> <p>The department will sponsor or cosponsor at least 6 cultural events for the campus and/or the broader community.</p>	<p>100% of faculty members participated in service to the University and/or community. Of the 23 faculty members who received an APR, 13 served on University/departmental committees, 2 served on the Faculty Senate, 10 served as advisors, 1 served as advisor for a student publication, 3 served as advisors for student organizations, 2 served as directors of community programs for public libraries, 4 worked for the Banners program, 5 worked for literary rally, 2 worked for the Calcasieu Preservation society, 3 were engaged in lay ministry, 1 engaged in extensive tutoring in Latin for community members. (This is not meant to be a comprehensive listing and adds up to more than 21, since many faculty members engage in several university/community activities.)</p> <p>The MFA program sponsored 7 readings this semester. The department also cosponsored a program on the art of Alvin Batiste as part of Black History Month and a Banners reading by Robert Olen Butler.</p>	<p>The department head will continue to include university and community service as a component of the APR.</p> <p>The department head (and other faculty members) will continue to provide open communication to faculty members for opportunities for service.</p> <p>The department will continue to publish its internal newsletter and its annual newsletter for the community, <i>Words, Words, Words</i>. These publications help make community and fellow faculty members aware of what faculty members are currently doing. The 2007 issue of <i>Words, Words, Words</i> will focus on community service.</p> <p>The department will continue to sponsor readings through the MFA program. The department head will continue as a liaison with the Black History Month Committee.</p> <p>The department will look for ways to sponsor or cosponsor academic programs (such as lectures or discussion groups) not specifically tied with creative writing. It will offer support for the John Henry Newman conference planned by the Honors College.</p>

**Educational (Support Unit) Performance Objective 2:** Demonstrate excellence in teaching in order to enhance student recruitment, retention, and graduation.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>≥ 60% of faculty will score at or about the university average (89.48) on the SEI.</p>	<p>15 of 23 faculty (65%) scored above the university average SEI.</p>	<p>The director of freshman composition and the assistant department head reviewed written comments on the spring 2006 SEIs for freshman composition classes (typically the lowest rated in the department). The assistant department head compiled the findings, and suggestions from those findings will be presented at the fall 2007 faculty meeting and/or through a memo.</p>
<p>≥ 60% of faculty members will engage in some activity designed to promote recruitment, retention, and graduation.</p>	<p>15 of 23 (65%) engaged in activities promoting recruitment, retention, and graduation. 11 were involved in advising (retention and graduation), 5 directly recruited students, and 6 took part in the State Literary Rally. (There is some overlap since some teachers engaged in more than one of these roles.) In addition to the activities officially mentioned most faculty members promote recruitment and retention in ways that cannot be measured, such as discussions with friends who have college-aged children.</p>	<p>In fall 2006 the director of freshman composition sponsored several seminars on teaching and grading composition. In the spring, faculty met as a department to discuss curriculum and curriculum mapping. Many faculty members also attended other meetings on curricula and critical thinking sponsored by the university.</p> <p>The department head will continue to meet annually with individual faculty members as part of their APR.</p> <p>Three of the faculty scored below average had been hired on one-year contracts and are not being rehired</p> <p>The department will continue to promote recruiting and advising. It hopes to add one more to the number of advisors in the coming year.</p> <p>The department will continue to encourage the sponsors of student organizations through recognition on APRs.</p> <p>The department will consider having a student appreciation day for its major and/or informal seminars for majors and other interested persons.</p>

**Educational (Support Unit) Performance Objective 3:** Demonstrate commitment to research and creative and scholarly activity.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>≥ 70% of faculty members will engage in a creative or scholarly activity beyond preparation for classes or personal reading.</p> <p>≥ 50% of faculty members will have some creative writing or research published during the academic year.</p>	<p>19 of 23 (83%) faculty members reported engaging in a creative or scholarly activity beyond preparation for classes or personal reading. A sampling of scholarly activity is as follows: 8 books, 21 articles, poems, or book chapters, 10 papers read at conferences, and editorship of a journal.</p> <p>12 of 23 (52%) faculty members had some creative writing or research published.</p>	<p>The department intends to maintain its active role in research and creative work.</p> <p>The department head will use creative and scholarly activity as a major criterion in judging APRs. The department recently hired replacements for two very active faculty members. Both replacements show evidence that they will be productive members of the department in due course.</p> <p>The department has yet to replace one tenure track position caused by the death of a faculty member. The department will seek to reinstate that position. Not only will the additional person be likely to produce scholarship for the department, s/he will be able to take on some of the ever-increasing paperwork required by the university.</p> <p>The department will seek to maintain released time and sabbaticals for faculty members needing them for scholarship or administrative duties.</p>

**Educational (Support Unit) Performance Objective 4:** Utilize resources efficiently and effectively to support the university mission.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>≥ 5 members of the department will be granted sabbaticals or released time for administrative or research duties.</p>	<p>6 members of the department received released time and 1 member of the department took a year-long sabbatical to work on research and creative writing.</p>	<p>The department will continue to ask for released time for faculty who need it. All 5 positions for which released time was given this year should continue to receive that time next year. One faculty member is exploring the possibility of applying for a Fulbright award. If she should apply and receive the award, the department would seek a sabbatical for her.</p>
<p>≥ 2 faculty members will be awarded a grant, monetary prize, or an endowed professorship.</p>	<p>6 faculty members were awarded a grant, monetary prize, or an endowed professorship. (3 professors received endowed professorships, 1 received a Shearman grant, 1 received a \$20,000 NEA Fellowship, 1 received a \$6000 Community Support Fund grant.)</p>	<p>The department head will continue factor into APRs the awarding of grants and prizes.</p> <p>The department will continue to publish its internal Newsletter which lists opportunities for grants, etc. Faculty members also receive information on grants from the Office of Research Services and from the dean and department head.</p>
<p>Limits in class size, especially for freshman composition classes, will be imposed on courses to insure that faculty members are able to teach and do research well:</p> <p>≤25 limit in ENGL 101                      ≤25 limit in ENGL 102</p>	<p>Limits for ENGL 101 and 102 were 28 in the 2006-2007 academic year.</p>	<p>The department will continue to make the best use of faculty resources by carefully planning the number of sections for composition courses based on the past experience of the department.</p> <p>The department will continue to make some use of adjunct faculty and instructors.</p> <p>The department will ask the administration to reinstate a tenure-track position what was lost through the death of a faculty member.</p>

---

**Resources Allocated:** The department makes the most of limited resources by the careful allocation of personnel and budget. It applies for grants, and often uses money from endowed professorships, for equipment and media materials designed to enhance teaching. Despite the department's limited resources, it is generous in granting released time from departmental teaching so that faculty members can help the university in important projects. For example, one teacher received released time to help with accreditation and curriculum design. Another faculty member was allowed released time to edit a journal published under the auspices of the College of Liberal Arts. A third faculty member was granted released time in order to direct the Honors College.

Because of its generosity with its personnel and because the number of tenure-track faculty has not increased over many years, tenure-track faculty are stretched rather thin. In order to continue contributing to the mission of the university, the department will ask to have a tenure-track position reinstated.

In order to have more funds for travel and small projects, the department has established a fund furnished by sales of our freshman textbooks that are written by a McNeese faculty member. The department also has a fund for the language lab that is supplied by a small fee from students taking courses with language labs.

---