

English Department Meeting Minutes – 10/03/14

Started at 2:04 and finished at 3:21

In attendance

Joan D'Antoni	Mary Rosner
Dale Hachten	Steve Smith
Julia Dietrich	David Anderson
Karen Chandler	Linda Rogers
Karen Kopelson	Andrew Rabin
Beth Boehm	Glynis Ridley
Elaine Wise	Andrea Olinger
Stephen Schneider	Susan Ryan
Mark Mattes	Aaron Jaffe
Hristomir Stanev	Matthew Biberman
Kiki Petrosino	Susan Griffin
Paul Griner	Joe Turner
Beth Willey	Joshua Adams

1. Graduate Committee

Voted unanimously on the following changes (in bold under item 6 below):

1. That the graduate program suspend its language requirement for a period not to exceed two years, or until such time as reading exams are once again available on campus. Students who would need to complete the language requirement during the suspension period (whether to enter candidacy or to graduate) will be exempted from the requirement.
2. That the graduate program guidelines be amended, as outlined in the attached document.

Proposed Changes to Graduate Program Guidelines

For both sets of changes, the bold language would be added to the graduate program guidelines. In some cases, this involves moving other language around.

The graduate program guidelines can be found at:<http://louisville.edu/english/graduate/graduate-program-guidelines-2>.

A PDF copy of the guidelines can be found at the bottom of that page.

1. The student must gain the sponsorship of a senior member of the graduate faculty of the department who agrees to act as director of the proposed project. It will be up to the thesis director and the student to see to it that all required procedures are followed.
2. The student composes a prospectus; the director should supervise the preparation of the prospectus and give final approval via signature. Approval via signature is also required from the second departmental reader prior to submission. The prospectus must be approved at least three months prior to the final oral examination.
3. As soon as the student has formed their committee, they should submit a Thesis/Dissertation Advisory Committee form to the Graduate Program Assistant, who will forward it to the Graduate School. **This form should be completed by the time the student's prospectus is approved.**
4. The student writes the thesis, allowing readers to comment on its progress chapter by chapter.
5. After the advisor and each reader have approved the thesis or dissertation in its entirety, the advisor and student schedule the final oral examination, a defense of the work. Each reader must receive a final typed copy of the paper at least two weeks before the scheduled oral defense. Also, the student must arrange with the Graduate Program Assistant to submit a Thesis/Dissertation Final Oral Examination Schedule form to the Graduate School, listing the paper's title, the student's identification number, and the time and place of the oral defense at least three weeks prior to the defense. All members of the graduate faculty of the University will be invited to attend the defense, but only members of the committee have a voice in approving the project. A preliminary scheduling form can be found on the English Graduate Program website:
<http://louisville.edu/english/graduate/forms/schedule-a-thesis-dissertation>
6. **The defense must be completed at least fourteen days before the end of the semester in which the degree is to be obtained. For a student to pass their defense, all departmental committee members must participate directly, whether in person or via technology, in the defense; the thesis may not receive more than one abstention or dissenting vote.**

Page 19: Dissertation Procedures

1. The student must gain the sponsorship of a senior member of the graduate faculty of the department who agrees to act as director of the proposed project. It will be up to the dissertation director and the student **to put together the student's dissertation committee**, and to see to it that all required procedures are followed.
2. The student composes a prospectus with the guidance of their director. The student then works with all members of their committee to schedule a prospectus meeting. The Graduate Program Assistant schedules a room for the prospectus meeting.
3. Prior to the meeting, the student collects a dissertation prospectus approval form and a Thesis/Dissertation Advisory Committee form from the Graduate Program Assistant, to be

completed during the meeting and returned to the Graduate Program Assistant. **The membership of the dissertation committee and an approved prospectus must be on file with the DGS at least three months prior to the dissertation defense; please note that outside readers from another institution may send an email from their institutional account to the Graduate Program Assistant indicating their willingness to serve on the dissertation committee.**

4. The student writes the thesis or dissertation, allowing readers to comment on its progress chapter by chapter.
5. After the advisor and each reader have approved dissertation in its entirety, the advisor schedules the final oral examination, a defense of the work. Each reader must receive a final typed copy of the paper at least two weeks before the scheduled oral defense. Also, the student must arrange with the Graduate Program Assistant to submit a Thesis/Dissertation Final Oral Examination Schedule form to the Graduate School, listing the paper's title, the student's identification number, and the time and place of the oral defense at least three weeks prior to the defense. All members of the graduate faculty of the University will be invited to attend the defense, but only members of the committee have a voice in approving the project. A preliminary scheduling form can be found on the English Graduate Program website:
<http://louisville.edu/english/graduate/forms/schedule-a-thesis-dissertation>
6. **The defense must be completed at least fourteen days before the end of the semester in which the degree is to be obtained. All departmental committee members must participate directly, whether in person or via technology, in the defense; for a student to pass their defense, the dissertation may not receive more than one abstention or dissenting vote.**
7. The student should email Courtney Kerr at least 2 months prior to the submission deadline to schedule an appointment to have the document's formatting approved.

2. Undergrad Committee

- Agreed that Fred W. Bornhauser endowment will be used to fund English UG scholarships, including partial scholarships to subsidize the London Study Abroad summer program. The scholarships will be known as Bornhauser scholarships and preference will be given to English majors, Creative Writing minors, English minors, before others
- Beth Willey solicits ideas for 200 level course along the lines of HUM 250 but that would attract more English majors. Literature and Film was suggested by UG Committee, and the chair invites suggestions re: that course and other possibilities
- CUE: Beth Willey will move forward with CUE proposal (on the History model) to use 500 level courses to qualify as CUE, excluding linguistics and special topics

Voted unanimously on the following changes (in bold):

Course Goals at 500 level (other than Creative Writing **and Expository Writing**):

In 500 level English courses students should:

Develop their own voice in argumentative, source-based writing, **including a substantial project of 10 or more pages, or the equivalent.**

Also voted unanimously to reduce course caps of 500 level courses to 24.