**New York City College of Technology**

The City University of New York

300 Jay Street, Brooklyn, NY 11201-2983

Department of English

**Date:** September 27, 2018

**To:** First Year Writing Committee(George Guida, Carrie Hall, Suzanne Miller, Jody Rosen, Patricia Rudden, Jennifer Sears, Aaron Barlow, Leigh Gold, Mark Noonan, Anne Leonard (Library), other invited guests).

**From:** Robert Lestón

**Re:** First Year Writing Inaugural Meeting for AY 2018/19

**AGENDA**

1. Call to order.
2. Election of Secretary
3. Approval of minutes
4. Anne Leonard from library.  ENG 1101 instruction formats, the online-only option, and the eventual plan for library instruction for all ENG 1121 sections.
5. Chair’s Report
   1. First thing—college committee, not English
   2. Meeting with Dean Vazquez-Portiz
      1. Academic Momentum (Provost)
      2. Curriculum Consistency (Middle States) (41, 54)
      3. Plan for Professional Development for Part Timers
         1. In the process of development, open to suggestions.
            1. Begin each new semester with an orientation. Hold an ongoing seminar or intense seminars throughout the semester on particular modules. One model, biweekly meetings for an hour 15 on alternating days. 20 slots x2.
   3. Nuts and bolts workshops in addition, if possible.
   4. Common Template with readings and assignments for consistency. Recommendation to include several pieces of writing that are about the writing process into everyone’s syllabus as well have particular requirements concerning the variety and types of assignments.
6. Annual Report Subcommittee
7. Assessment
   1. Final exam
   2. Common assignment and tracking
8. Scheduling Workshops
   * 1. Workshop on upcoming changes to syllabi.
     2. Evaluating Student Writing
     3. Reflections and Writers Statements
     4. Building Scaffolded Projects using multiple components
     5. Teaching in the age of fake news
     6. Writing, the Rhetorical Situation, Discourse Communities
     7. Others
9. SLOs and 1121 Descriptions