ACTION PLAN FROM PROGRAM REVIEW AND PLANNING
San Jose State University
College of Humanities and Arts
Department of English and Comparative Literature
December 12, 2013

1. Summarize 2 - 3 new writing hires and develop a five year recruiting/hiring plan based on program growth, faculty retirements, etc.
2. Align ULG’s to PLO’s and courses, ensure they are posted on website and syllabi
3. Academic Scheduling will work with the department to provide dedicated rooms for teaching lower division composition classes: ENGL 1A and 1B and provide a scheduling grid (with day/time slots). Department will begin scheduling all of the composition classes in these identified rooms. Department will work with Academic Technology to make sure these rooms are appropriate equipped for writing instruction. Department must utilize all the time slots provided in grid before seeking additional room assignments.
4. Continue to monitor and review Master’s Program Grad Rates. Track the fluctuations and identify reasons for fluctuation and how to address issue, if applicable.
5. Consider revamping and renewing the Certificate in Professional and Technical Communication. Must be re-certified under the new policy.
6. Continue to work with Academic Space Planning Group to research additional space for faculty offices.
7. Next Review Fall 2017

By signing below, we agree to the action plan outlined above.

John Engell, Chair of English and Comparative Literature

Lisa Vollendorf Dean- College of Humanities and Arts

Andy Feinstein
Andrew H. Feinstein Ph.D., Interim Provost and VP Academic Affairs