**English Department Meeting Agenda**

Having a meeting with the English Dean of the Department at the beginning of the semester to discuss six objectives

Objectives under discussion

1. Developing Online English Classes
2. Student selection process
3. Plagiarism in student papers
4. Updating the English Literature syllabus
5. Grade appeals
6. Promotion of best practices in corporation with students

Developing Online English Classes

* Rising need for these classes
* Need to promote quality learning

The Dean noted that there was demand for English online classes attributed to a number of factors. Some of them that were mentioned included internet proliferation, the need by the working population to advance studies and growing popularity of the English language. In consideration of coming up with effective ways to reaching to the population that needs the classes, it was to be considered that quality still ranked high among consideration to ensure students had acquired proper knowledge. At the end of it all, volunteers were called upon to participate in the process of developing the online classes.

Student selection process

* Factors to consider in the enrolment of new students

With the experience of the enrolled students, the Dean felt there was a need to raise the quality of students in future selections. This was thought of an easy way of increasing the dedication of students which would therefore make it easier to impart knowledge.

Plagiarism in student papers

* Understanding aspects of plagiarism
* Ways of preventing the vice

Based on experience it was expressed that among the students that appeared to have their work plagiarized, most of them were not fully aware their work was plagiarized. This issue needed to be resolved by laying down guidelines for the students to understand plagiarism and the consequences that would follow if found engaging in the act. Proper understanding would therefore reduce the current levels and ensure the right path to alleviating the problem.

Updating the English Literature syllabus

* The need to stay updated on learning trends and needs

With the society adapting to generational changes, the Dean was keen on ensuring the Literature remained relevant. All teachers were therefore called upon to forward suggestions on the best way of understanding what needed to be changed and ways of implementation. The next meeting held will have the main agenda to discuss implementation and approval of the updates. It was the sentiments of the Dean that more of these updates will be done frequently in the years to come so that teaching can always remain relevant.

Grade appeals

* Proper communication of policies to students
* Support from the faculty

The Dean made it clear that it was important to communicate the department policies on aspects of attendance, lateness of assignment submission, academic dishonesty, among others to students frequently. This would in return reduce the chances of grade appeals from students after an exam. Issuing advice based on experience and policies, it was pointed out that faculty members would be supported in grade appeals provided proper communication of policies was done.

Promotion of best practices in corporation with students

* Incorporation of active learning
* Chance for revision for submitted work

Contrary to reliance to long hours of lecturing, teaching was encouraged to incorporate more activities that would facilitate active learning. This would not only be encouraging to students, but also facilitate knowledge acquisition. In addition, to promote better grades, and cooperation with students, on assignments that require writing, instructor feedback will be issued to allow the students to revise their work.