

Commission Mixte Spring Semester 2018 Meeting

Present: Gioia, Amy, Valerie, Deborah, Roberta, Manon

Meeting began at 12.30

Staff news

Lukas will be on sabbatical in the Autumn semester. Oliver Morgan will replace him for the BA5 lecture course and the CUSO Medieval and Early Modern Doctoral Workshop.

Genoveva will be on sabbatical in the Spring semester. She will give her BA3 *cours-séminaire* in the Autumn instead, and her MA seminar will be taught by an external professor in the Spring.

Amy leaves at the end of the Summer (she has her *viva* at the end of August). She will be replaced by a new assistant in medieval English literature, Liz Skuthorpe.

Florence Hazrat's contract as Lukas's postdoc will end this semester.

Roberta and Manon will finish their contracts as WL monitors this semester. The new monitors will be Megan Zeitz and James Tookey.

Oliver Wright is taking a year's unpaid leave. His Autumn AT group will be taught by Ruth Mullett and Alexandre Fachard will teach his BA7 seminar in the Spring.

The concours for a new assistant in American Literature (replacing Bryn Skibo Birney) was unsuccessful and will be readvertised. Erzsi Kukorelly will teach the Autumn BA7 seminar in American literature.

So Ruth Mullett will continue with us in the Autumn semester. In addition to the AT group which Oliver Wright would have taught in the Autumn, she will teach a BA4 seminar (replacing Sarah Brazil, who is still on SNF leave until the Spring).

Aleida will be back with us in the Autumn, after a year on SNF research.

Transition to the new plan d'études

The *règlement d'études* is NOT the same document as the *plan d'études*. Students have a right to complete their studies under the same *règlement* that applied when they started; this is not the case with the *plan d'études*. There has been some confusion expressed about these two different documents in the context of the transition.

A few students have requested exceptional permission to take BA7 *hors discipline* next year; the department is very open to such requests and will treat them with as much flexibility as is administratively possible. Any student who wants to make such a request should send an *exposé des motifs* to Prof. Bolens.

Exams

The department has been asked to make arrangements internally for rooms that will be used for oral exams and *mémoire soutenances* while work is carried out in the Aile Jura (which will start 15 June and is planned to take several years). We have proposed that the Writing Lab and professors' offices would be most suitable; rooms in Landolt have been proposed for oral exams in English linguistics.

Commission mixte

Gioia announced that she is able to continue as a member of the Commission mixte for the Autumn semester; her continued service was warmly welcomed.

BA1

Gioia reported some dissatisfaction among BA1 students concerning the deadline for the final essay in the spring semester. Valerie and Amy explained that this problem has been acknowledged by teachers and is being addressed at the moment in a series of BA1 meetings.

Teaching evaluations

Valerie and Deborah reported several problems with ADEVEN and the distribution of the spring semester teaching evaluation questionnaires: some questionnaires were not sent out; not every student received the form, in Valerie's case the system imposed an automatic deadline of the same day that meant many students could not complete the form and a new deadline had to be organized. ADEVEN quickly responded to these problems but only after the teacher made a complaint. Therefore it is very important that both teachers and students check that teaching evaluation forms are in fact received by students and, if they are not, that students inform the teacher so that the teacher can make a complaint to ADEVEN as soon as possible.

Writing Lab

Roberta reported that the WL has been extremely busy; more students participated in the spring than in the autumn and overall more students used the WL this year than last year. Indeed, a few students from departments other than the English Department came to the WL to request advice but had to be refused.

Amy added that in December the WL was so busy with appointments made by BA1 students that upper-level students (e.g. in BA4) were not able to find an appointment because they all had been taken. The same situation arose in the final week of the spring semester. Manon and Roberta proposed that more monitor hours are required to satisfy student demand. This proposal will be considered as part of the "action plan" to be formulated as part of the Bureau Qualité evaluation of the BA/MA programme.

Amy and Roberta asked whether the WL could stay open during June because it is only after the May-June exams that many students can begin work on essays for the August-September exam session and so they have need of the WL service in the last two weeks of June.

Deborah explained that the start and end dates of monitor contracts are defined by the Faculty and not by the department; however, it might be possible to talk with the new monitors (James and Megan) to decide exactly when the WL will be open in the 2018-19 academic year and how this schedule can best meet students' needs.

AOB

Everyone thanked Clare for organizing sandwiches so we could have lunch during the meeting.

Meeting ended at 14.00