

Advocates for ENGL 3130 Requirement  
Meeting Minutes

Date/Time: 16 July 2019, 9am

Members: Grace Davis, Desiree King, Nicole Hill

**Agenda**

- Member introductions
- What is our project subject?
- What is our project objective?
- What is our project format?
- Who is our audience?
- Planning for next meeting

**Minutes**

Item 1:

- Desiree Hill and Grace Davis had previously agreed to be in the same group. They also discussed adding Nicole Hill.
- Nicole Hill joins the group.
- There are no group member assignments yet.

Item 2:

- Everyone agreed to using the class as our project subject.

Item 3:

- Although we initially decided to advertise the class to prospective students, we later changed the objective to a proposal to English department and Georgia State University administration on the inclusion of ENGL 3130 in Area A1 (Written Communications) as a required course for all undergraduate students. The following is a list of our reasoning to be included in the final proposal:
  - Real life skills developed within lectures.
  - Develop professional profile for career/workforce.
  - Enhance persuasive techniques for presentation.
  - Critical thinking involving visual and written forms of business.
  - How to communicate effectively and efficiently.
  - Collaboration with peers in a professional setting.

Item 4:

- We are undecided on the format of the project. Currently, we are drafting versions of it as both a brochure and an actual proposal until we collectively decide which format to use as our final.

Item 5:

- Our audience is administration of both Georgia State University and its English department.

Item 6:

- Between today (16 July 2019) and next Tuesday's due date, we have each assigned ourselves a portion of the project. All drafts to be shared on Google Docs.
- Desiree King will work on the initial proposal.
- Grace Davis will work on minute draft 1.
- Nicole Hill will start the draft of memo.