Classical Studies Department Meeting
October 7
Minutes

These minutes are a summary. The meeting is available on tape from the Chair for those interested in the exact details of discussions.


1. Approve the minutes of Sept. 7
   • Approved by all present

2. Approve the minutes of Sept. 30
   • Minutes not finished
   • Next meeting announced
     o October 28th

3. Discussion and voting on the Dept. revision and the Syllabi
   • Latin Syllabus
     o Questions raised about grading scale- there is a lot of homework but it is given a very small percentage in the overall grading scheme; changed to increase the amount of emphasis place don homework.
     • Voted on
       o Approved by all

4. Review, discuss linkages on Educational Goals and Assessment Matrix
   • Goals A-F
   • Goal A is primary goal
     o Language Issues
       ▪ Greek and Latin
   • No omissions or corrections raised
   • Find out who is on Arts and Sciences committee
     o What to look for in the program
       ▪ Attendance policy
   • Placement of the capstone course
     o To be decided on after it is approved by A&S CC
   • Discussion of format and layout
     o Concerns raised about format and layout are addressed

5. What do we have to do next?
   A. In-depth Dept. Review
      • Goals and Objectives for the next 5 years
        o Split between Davina and Connie
        o Discussion of goals complementing each other
          ▪ Depends on more faculty
      • Discussion of obtaining new position
        o 2005 – 2006 hiring year
        o Davina has meeting with the Dean to address the issue
      • Completed version to be distributed and voted on at next meeting
        o October 28th

   B. Definitions for Categories on evaluation sheets
      • Excellent, Above Average, etc
How do we go about defining them?
- Each write up a list
  - Make a consensus
  - 3 things that define each category
  - By next meeting

C. Protocol for Merit Raises (Connie)
- Matrix
  - Each protocol into a category
    - Meets minimum expectations
    - Exceeds minimum expectations
    - Meritorious and Outstanding
  - Dividing into teaching, scholarly productions, and advising
    - Must be done by December 1st
      - Both Merit and tenure and promotion
  - Compile existing Protocol from other departments
    - English, MFL, Philosophy

6. Other?
- Motion by Connie
  - When we have students who are writing honors thesis for the honors program, they will be allowed to receive departmental honors for the same thesis if it's on a classical subject
    - Voted on and approved by all
- Midterm grades are shifted a few days due to Ivan
  - 20th or 21st
- Connie is still planning the trip to Greece under the aegis of the New Orleans Society of the AIA
  - No university credit
  - 2 week parts
  - Possible credit by taking an independent study in the Fall semester
    - Research project
  - Discussion of an excursion idea to Greece or Italy
    - Roman or Greek archaeology and culture followed by the trip
    - Concern raised by Davina
      - How do you balance the academic requirements for those who go and those who don't?
        - Additional credit for those who go on the trip and do the paper
      - Discussion of the course numbers for the independent study
        - Check the catalog number for it
  - Idea supported as long as there is documentation that the trip is not supported by the school

Adjourned at 1:35pm