Classical Studies Department Meeting  
December 2 Minutes

In attendance: T. Davina McClain, Karen Rosenbecker, Bob Rowland

1. Announcements

   Katie and the Pearson/Cambridge
   • Katie has been asked to interview for the Pearson Scholarship and Cambridge at the APA
   • Mock interview to prepare
   Student Meeting on Dec. 7
   • 12:30, end of semester forms
   • General announcements about spring semester
   Connie’s Greece Trip
   • Not Loyola Study Abroad trip
   • Students may talk to professors about credit
   Faulkner and the Greeks this weekend
   • Faulkner Weekend
   • Greek stuff on Saturday
   Connie’s lecture at “The Round Table” (?)
   • Tell students
   • Monday, 6:30
   • Streets of the Muses

2. Approve minutes from the Nov. 2 and Nov. 11 meetings (available on-line)
   • Approved

3. Discuss and vote on the merit raise protocol (technically I think this was supposed to have been completed by Dec. 1, but we are close)
   • Office hours
     o 3 minimum
     o Plus by appointment
   • What is significant revision?
     o 50%
     o Text changes?
       ▪ Specify which courses
       ▪ CLHU only
   • Outside expertise, or just something a professor hasn’t taught before?
     o Revise statement
   • Innovative pedagogical techniques
     o Beyond blackboard, listserv, and websites
     o How many points?
       ▪ Remove category
   • Peer evaluation concerns
     o Bias evaluation possible
     o How often are they performed?
     o Remove category
   • Scale change
     o More difficult
   • Publications
     o Since designs future research projects and “does preliminary research” seem repetitive, remove “does preliminary research”
     o Specify that publications accepted for future publication only count in the year accepted
- Revise category to include “submitted abstract” and presents a paper
  - Distinguish from invitation
- Referee for publishers separated
- Pedagogical piece/ study aid
  - 4 points
  - Moved
- Service
  - Define activity
  - Define administrative committee
    - Faulty self-governing versus parking
  - More points for certain grants
    - Marquette
      - Different from other grants
      - More competitive
      - 3 Points
  - First Year Experience and PIES
    - More points
- Separate active officers in societies and organizations
  - 5 points
  - Depends on how much work is involved
  - Serves as a consultant
- Vote to vote today
  - Accepted
- Vote to accept the merit protocols
  - Passing unanimously

3.a Do we want to require faculty self-evaluations? Deadline.
- Evaluations will be a semester off
  - One semester is not enough
  - Previous calendar year
    - Last two semesters
- Agree to include faculty self-evaluations

4. Discuss the rankings on the evaluations sheets. I will distribute the revised version of what we discussed on Nov. 11. So far we have only addressed the language classes, so the civ/lit classes need to be done.
- Use rankings to determine how to help students
- Multiple choice test at beginning and end of the semester to see improvement
- Vote to approve the language rankings
  - Approved unanimously

5. Reminder about submitting work for portfolios (copies of final exams and papers)
- Make copies of students final exams
  - Before or after grading is fine
- Projects and papers also
- All majors and minors

6. Budget request items
- By December 12th
- Student assistant money
  - Latin/Greek tutor
- Move another professor to department

7. Creative ideas for asking for gifts
- Sponsor a student
  - President of Eta Sigma Phi to go to Convention
- Book prize for best Greek or Latin student
- Sponsor a Latin tutor

8. Other Business?
  - None

9. Adjourn