In attendance: Karen Rosenbecker, Bob Rowland, Davina McClain, Katie Jones, Kevin Marshall
(this meeting was not recorded due to technical difficulties)

1. Approval of minutes from 2/1/05
   Three typos were noted. The minutes were approved.

2. Announcements
   Report from Council of Chairs:

   New form for annual report- there is a new form for the annual report.

   Parents’ Weekend (March 11-13) – Friday of Parents’ Weekend involves parents coming to classes with their children. Bob and Karen have classes on Friday that will be available for visits. Bob noted that he has plenty of room in the Latin class. No one expressed objections to having parents in classes.

   President’s Open House (April 2) – reminder that the department and Eta Sigma Phi will each have a table. This is the weekend of CAMWS, but Davina will be flying back early to attend.

   Annual giving campaign – reminder that the annual giving campaign is in progress and that the department will receive an additional $200 from the dean if all members give.

   report on graduates/schools – a list was distributed to make sure that all seniors and schools were included. The request comes in response to the statement in the Strategic Plan that the university will double the number of students accepted to graduate programs. Since the university has never kept records on its graduate school applicants, it is impossible to determine if we have doubled the number. It was noted that at least the college is finally paying attention to graduate programs and not just to law schools and medical schools. It was pointed out that the university has no control over graduate programs at other schools. No additions were needed, although it was pointed out that Erin Voisin was applying to programs in anthropology.

3. Discussion of proposed revisions/clarifications of Merit Raise Protocol (attached) and possible vote or further discussion

   The revisions of 2/1/05 were discussed. It was suggested to define “well” as “above the standard deviation.” It had been suggested to limit the evaluation questions to the ones the dean addresses (8, 12, 13, 18), but it was determined that the nature of the course should determine the evaluation questions.

   All other revisions were approved.

4. Assessment of upper level language classes

   There was a reminder that we decided to assess the upper-level language classes this semester and that we should have another round of course visits and some discussions about what the classes are doing and what they should be doing. The use of pretests and post-tests was discussed as well as the upcoming sight-exams that the upper level students will take. More about this at a later date.

5. Discussion of new course (Connie)

   There was some discussion about the course and some notation of typos and inconsistencies. Without Connie present to discuss the course and answer questions the proposal was tabled until the next meeting.
6. Other business

   Further announcements: Katie had a Mellon Fellowship interview this past weekend. The results will be announced March 25. She has also received a five-year funding package from UT-Austin and a University Fellowship from Wisconsin.