Present: Connie Rodriguez, Karen Rosenbecker, Davina McClain, Kevin Marshall

The following minutes are a summary. The meeting was recorded and a tape of the meeting is available for review.

1. Educational Goals

   The Educational Goals, which were left of the previous meeting’s agenda, were discussed and unanimously approved.

2. Assessment Plan and Timetable

   The Assessment Plan and Timetable, which were left of the previous meeting’s agenda and subsequently revised based on the discussion at the last meeting, were discussed and unanimously approved.

3. Program Revision Proposal

   The Program Revision, which had been distributed via e-mail, was discussed. It will be voted on at the 10/7 meeting. It was noted that we could suspend the rules and approve these items today, but we decided to take a week to look at them and save the approval until the 10/7 meeting. Dr. Rodriguez, who has extensive experience on the A&s Curriculum Committee, felt that the program revision would satisfy the committee, especially since we are replacing courses rather than just adding new courses.

   a. syllabus for intermediate Latin class (A250)

      The syllabus for the intermediate Latin class was distributed. Through discussion we altered a few items and changed the course description. It will be voted on at the 10/7 meeting.

   b. syllabus for capstone course (A480)

      A revised syllabus for the capstone course was distributed. It will be voted on at the 10/7 meeting.

4. In-depth Dept. Review

   The In-Depth Review should be completed within the next few days. All that remains are establishing and discussing the department goals. We agreed on the following six goals:

   1. Obtain 2 new tenure-track lines
2. Revise the Roman history courses; add a course in Greek history and courses in Egyptian Art and Culture, Etymology/Medical Terminology, Ancient Science and Technology, the Ancient World in Film, and Etruscan Art and Archaeology.

3. Develop a program for certifying secondary teachers in Latin

4. Develop a recertification program for secondary school teachers in Latin

5. Develop our study abroad program

6. Develop distance learning courses in Latin and Greek

It was suggested that we do some sort of joint program with Medieval Studies, but it was pointed out that Medieval Studies is a bit in flux right now and it would make more sense to wait until they had their program more set, especially since they have two brand new faculty.

5. Report on last Senate Meeting

Our Senate representative offered that there were three main items discussed at the last meeting and that will be followed up on at the next meeting:
   1. the closing of the Senior Commons Room
   2. the athletics scholarships
   3. the policy and procedures manual

This last item is especially of interest in terms of the recent dismissal of an administrative assistant and because in place where the Faculty Handbook is vague, it can be used to terminate faculty. The maternity leave policy is a problem. Faculty reps were never called to the meetings.

6. Report on Eta Sigma Phi

The meeting dates are on the updated calendar.

The budget packet request was denied because of insufficient information about actual expenses.

The planned events for this semester include a movie night on Oct. 28th and will be put on the calendar.

The events for next semester and budget packet request will include money to attend the meeting, and perhaps for lecturers. It was suggested that inviting Paul Brown back for a talk might be nice. John Pollini was another suggestion.

It was suggested that Donna Goforth put Contribute on Connie’s machine so that she can update the Eta Sigma Phi page.

7. Report on Scholarship Applications/Student Success (Davina)

Katie Jones has been put forward for the Rhodes, the Marshall, and the LCA student scholarship and will be applying for others. Kate Perkins will be applying for a Mellon.
8. Report on Student Meeting (Davina)

   Everything was distributed and the students filled out the forms. There have been no
   concerns expressed by the students about doing the portfolios.

9. Reminder about Honors Theses for Juniors

   Kirby Bullington has begun discussing work for her honors thesis with Dr. Rodriguez.

10. Update on Status of Protocol for Merit Raises (Connie)

   The Humanities Sub-committee has not had a chance to schedule a meeting. They are
   shooting for Oct. 6th

11. Upcoming Chairs’s Retreat - Oct. 8th issues? items?

   Our assessment program will be presented to the chairs. No dept. issues to report.

12. Courses - how are they going? Problems? Revised Syllabi Posted?

   Classes are going well and the revised syllabi have been posted for all classes except
   principate. The intro Latin classes are going well. Quizzes on Blackboard have been working.
   the novel class is going well and the upper Latin class shows the need for work on grammar, but
   other aspects are going well.

13. Other business? Next meeting is Oct. 7th.

   Concerns about the assessment matrix and the educational goals need to be addressed by
   making the links explicit. Feedback was requested from the faculty and student rep. The source
   for the data in the assessment plan also needs to be clarified. Davina will meet with Laurie
   Joyner on Oct. 12th to clarify what changes need to be made and will report back. Concern was
   expressed about the nature of the SACS reviewers. It seems odd that they would know nothing
   about academia or assessment.

   Faculty should create webpages so they can be linked to the dept. page. The different
   problems with the different programs were discussed.

14. Adjourn - 1:35pm