Minutes
Department Meeting 9/7/04
Classical Studies

The meeting began at 12:35pm in Bo 216. Present were: Connie Rodriguez, Karen Rosenbecker, T. Davina McClain, Bob Rowland, and Kevin Marshall (DSAC rep, alternate). These minutes reflect what was discussed. A tape was made of the meeting and can be accessed for a verbatim record of the meeting.

I. Old Business
   1. Discussion:
      a. Mission Statement
      We discussed the working version of our mission statement and voted to approve the following revised version:

      “The Department of Classical Studies is dedicated to providing excellent instruction in Latin, Greek, and the cultures of the ancient world. Through our research and our teaching, we strive to contribute new insights into the value of the ancient world. In these ways we support the university's commitment to the understanding that our modern multi-cultural world is the product of centuries of development in which the cultures and languages of ancient Greece and Rome have played a central role.”

      After further discussions via e-mail after the meeting, we emended the mission statement to read:

      "The Department of Classical Studies is dedicated to providing excellent instruction in Latin, Greek, and ancient civilizations. Through our teaching and research, we support the university's commitment to the understanding that our modern multi-cultural world is the product of centuries of development in which the cultures and languages of ancient Greece and Rome have played a central role.”

      b. Assessment Items
         i. Matrix
         Concerns were raised about the vagueness of “value” and “appreciate” in items 1d, 2a, and 2d in the Assessment Matrix. After brief discussion, we decided that we were comfortable with the language for now, but would consider changes in the future. The “bs-speak” nature of the language was also noted.

         ii. Portfolio coversheets
         It was suggested that more contact information might be useful, specifically adding address and phone number. This was accepted as a good addition. It was also pointed out that the senior exit interviews with the dept. (since the new format of university senior exit interviews does not seem to give info to the dept) will be used to get more permanent contact information.

         iii. Student Goals sheets


Some concerns were raised about needing to give the students more information about what they should write on the goal sheets, but it was responded that too detailed instructions could predispose the students to certain responses. Some instructions will be sent out via e-mail prior to the student meeting on the 21st.

**iv. CV template**

Some questions were raised about using this cv template as opposed to the offerings available in the Career Counseling and Placement Center. We agreed to use this template and to get brochures from the CCPC so that our majors could have easy access to other formats.

**v. Course evaluations sheets**

It was emphasized that the purpose of these sheets is for the faculty to evaluate the data for program review. It is fundamental that we use the information from these sheets to effect change in the program and in the courses. The discussion confirmed the need for the intermediate Latin class both from the comments of the students (via the DSAC alternate’s experience) and through the preliminary discussions that the faculty have held.

**vi. Portfolio Evaluation sheet**

We discussed the timetable for looking at the data and it was pointed out that to use the data effectively for shaping courses and ordering texts, we needed to make our evaluations as early as possible. Our assessment of student progress and the courses as laid out in the Timetable and Assessment Plan should take place in May, probably during the last week of classes and during finals week and very shortly thereafter. This timeframe will accommodate the study abroad and will allow the faculty to use the data in shaping their courses for the next semester. It was noted that the portfolios will really provide students with a great tool for applying to graduate school.

**c. Portfolio description/instructions**

There was a question about organizing the materials. The students will have access to materials kept in red folders. The faculty evaluations will go in yellow folders. The assessment documents will all be revisited after the first year to determine what needs to be changed. Student feedback is considered essential and we hope to use the student meeting to let the students talk to the faculty as well as talk amongst themselves and let the DSAC reps act as liaisons so that the students will feel free to be honest about their concerns.

2. **Voting on above**

All of the documents received a unanimous approval.

Bob Rowland departed at this point to attend the History Dept. meeting.

II. **New Business**

1. **Plan for defining evaluation categories**

   establish timetable

We agreed to begin defining terms in October. What do we do if someone is unsatisfactory after 4 years? The sight tests should help us prevent this. Other classics depts. do them and even
require them. When we define what we mean by the terms “exceptional,” “above average,” etc., these will dovetail both with the benchmarks we need to establish for beginning Latin and provide guidelines for grading the placement exams. We began to discuss what we mean by the terms and how specific we want to get (i.e., naming specific constructions, etc.) and preliminary concerns about what we mean by the sight tests: just a passage with no help or a passage with notes and a dictionary. It was suggested that both types might be useful. It was suggested that the test with a dictionary would be a better measure of overall Latin and Greek ability. Further discussion ensued about the nature of the sight exam. We agreed to start in October to define terms and finish by November. The definitions will guide A100 and A101 and even the advanced Latin classes. We agreed the definitions will be reviewed yearly.

2. Brief report on status of In-depth review (Connie)
   establish deadline for completing review-needs to be posted on web by 9/15

We plan to have this finished by the end of September. Frank has been informed of this and has approved.

3. Changes/Additions to Dept. Calendar
   a. Eta Sigma Phi meetings/events (Connie)
   These meetings will be set by the next meeting.

   b. note department functions
      i. Phonathon 9/20-23
      We will pick one night—not the 23rd—to do our calling.

      ii. Biever Lecture 9/23
      This lecture is being co-sponsored by Africana Studies and the Center for Intercultural Understanding.

      iii. AIA Lectures
      These are on Sept. 29th and Nov. 15th. Titles are coming and will be added.

      iv. student meeting 9/21

   v. others?
   The study abroad notification is due to the Dean’s Office on Sept. 13th. The budget is due Oct. 1st and posters and advertising should be out by Oct. 4th. It was suggested that relevant events at Tulane or in the community be added.

4. update on classes/enrollments for Fall 2004
The numbers were discussed. All courses are in good shape, especially beginning Greek which is at a new high—15.

5. report on courses for Spring 2005
It was noted that we will be short on classical humanities courses in the Spring. There will be the
two sections of Greek Mythology (Ribeiro) and a section of Greek and Roman Epic. The Latin and Greek courses are set.

6. Honors Program Theses-Department Honors
It was noted that the department has not in the past awarded departmental honors to students who complete theses in the honors program. It was agreed that awarding dept. honors to these students would be appropriate, even if they did theses with advisors outside the dept, as long as a dept. member served as a second reader. A motion will be introduced at a future meeting.

7. Introduction of Greek Study Abroad Program
One copy of the program was provided. An updated itinerary will be provided. It was noted that a detailed syllabus was needed and that the budget was needed by October 1st. The Dean has made it clear that the deadlines must be met.

8. Planning for LATN A2?? and Capstone Course
We will begin making a program revision and proposing these courses. We need to get the deadlines from Tom for getting the materials to the committee in time to get into the next bulletin, the forms are on-line. Our change will entail a program change and two new courses. We need to make sure all of this is tied to the College Plan and the Academic Affairs Plan. Connie will take the lead on the intermediate Latin class and Davina will do the capstone syllabus. It was suggested that we look at the Women’s Studies capstone course for some guidance.

9. Revision of Merit Raise Protocol (Connie)
Connie is chair of the humanities subcommittee of the college committee creating a protocol for merit raises. Since the dept. does not have merit raise guidelines in its protocol, we can use this opportunity to create them. It was stated that work began on this last semester and that no deadline has been provided for completing the work. The current plan is to finish it in October so that it will be available for use in January.

10. Outreach (Karen)
An interest was expressed in working with other depts. on campus to do team-teaching. It was suggested that Eta Sigma Phi could work with other organizations on campus to do tutoring. Eta Sigma Phi has begun some discussion of outreach events. It was urged that Eta Sigma Phi schedule meetings so that the faculty can easily attend. It was suggested that there are some windows that would work. It is important for faculty to be involved in outreach too. It was, however, noted that the dept. has some other pressing matters.

11. Other New Business?
We have three workstudy students. A box will be set in Connie’s office so that we can leave work for the students. Keys need to be ordered for the Administrative Assistant.

It was discovered that two items were omitted from the assessment items. These will be considered at the next meeting,
III. Adjourn (1:35) - next meeting 9/14.