****XDepartment of Humanities and Fine Arts**

**Meeting Minutes**

**Date:** August 19, 2014, 1:30 p.m.

**Location:** Lee L-119 (Black Box Theater)

**Chair:** Dr. Catherine Wilkins

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Brown |  |  |  |
| Chase, S | X |  |  |
| Chase, W  |  |  | X |
| Fontaine  | X |  |  |
| Doiron  | X |  |  |
| Hoover | X |  |  |
| Lublink | X |  |  |
| McGowan | X |  |  |
| Mompoint | X |  |  |
| Pritchett | X |  |  |
| Roes  | X |  |  |
| Sutter |  | X |  |
| Smith | X |  |  |
| Swanson  | X |  |  |
| Wilkins  | X |  |  |
| Administration |  |
| Adjuncts |  |
| Staff |  |
| Guests  |  |

1. Call to order. The meeting was called to order at 1:30 PM
	1. Attendance was taken.
	2. We welcomed the new Humanities professor, Elijah Pritchett, and introduced ourselves.
	3. Approval of Minutes from April
2. Information Items
	1. Syllabi – due to Catherine by 8/20/14. Administration is pushing for a breakdown of the final grade calculation and at least a weekly schedule, but most of us already have that level of detail or more.
	2. Textbooks – high cost of HUM 2510 textbook was mentioned. Several sections have new editions.
	3. Adjunct/DE mentors – Dr. Wilkins said she has mentors for this fall set. 3 new music adjuncts, 1 new HUM.
	4. Update from Gen Ed Review Committee – Due to the changes to General Education requirements on the part of the state, FSW is completely restructuring the Gen Ed Curriculum, college-wide. In our area, all but one of the prior Part A Humanities courses are being moved to Part B. 5 courses in our area (4 previously part B courses, 1 already part A) will make up the new Part A. This may affect enrollment in multiple disciplines. As an antidote, we may wish to consider removing/consolidating courses in Part B. Catherine will get an Advising Representative for our next meeting to talk us through it.
	5. Meetings: will be held on the second Friday of each month, most likely from 1-2:30 p.m. through conference call or in person (no poly-com). Lee faculty may come to Collier and Charlotte at some point.
3. Discussion Items:
	1. Unit Plan: Fine and Performing Arts Program Development. Major community event planned for Jan. 24. Curriculum proposals completed for Music Recording and Sound Technology certificate and AS degree programs. Over the summer, Tom, Catherine, and Arlene applied for a Foulds grant for the music technology equipment.
	2. Unit Plan: Grant Writing – Catherine’s goal is to have the department work toward developing one grant application to support Humanities Colloquium for 2015-2016 and one grant application to support development of Music Production Technology program. The rest of us were encouraged to bring ideas on other grant possibilities.
	3. Unit Plan: Assessment: was presented by Sarah Lublink, Department Assessment Coordinator –
		1. Sarah went to a conference in which they discussed assessing dispositions (e.g., “student will demonstrate comfort with ambiguity”). DoHFA faculty members were unanimously excited about putting this in place for the long term.
		2. Course assessment: In the short term, we will work on assessments in a number of courses. Sarah handed out a “persons responsible” sheet for various philosophy, religion, art history, music, and humanities classes.
		3. Our external assessment guidelines fall into two categories:
			1. SACS – wants us to assess ground and online classes using a common assignment.
			2. FL – wants us to assess dual enrollment and ground classes using a common assignment.
		4. Types of assessments we should consider:
			1. Test: In Ethics, the pre-test and post-test have been refined and it is working fine. This test (handed out by Sarah) is sufficient to handle short term assessment needs, and is composed of “objective” questions (true/false, multiple choice). For assessment tests, we should compose 3-5 questions per learning outcome. This data can then be rearranged so as to be most helpful for completing the assessment circle and inform changes to our courses.
			2. Essay: another option is to assess using a common essay with a common rubric, which will require gathering together to read/evaluate perennially.