****Department of Humanities and Fine Arts**

**Meeting Minutes**

**Date:** September 12, 2014, 1:30 p.m.

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

**Chair:** Dr. Catherine Wilkins

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Brown | X |  |  |
| 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 | Susan Potts (advising), Anne Wilson (advising) | | |
| Guests |  | | |

1. Advising
   1. New “A” and “B” stuff being phased in.
   2. Students are encouraged not to take two writing intensive courses in their first year
   3. 2500 students in fall, divided by 6 A classes (slight bump in numbers)
   4. In spring 2015 we’ll work with advising and have another meeting
   5. There is concern about humanities faculty making load
   6. Advising said we should think about what times/days students want to take classes and then put full time faculty classes at those times: once or twice week is preferred by students.
   7. October 16, 2014: Housing and honors students get a jump on registration (consider making flyers)
   8. Advising representatives indicated they were willing to work with full time faculty
   9. Susan: They’re looking for members for the SOAP committee (standards of academic progress)
   10. Anne: use the Early Alert system (online form if there are concerns with a student’s tardiness, absences, no communication, no assignments/work). Submissions go to the First Year experience office and then get evaluated. Then the student is contacted. It’s a rolling thing, not necessarily “early.” Check with Aaron Haack about having a Lead Faculty submit early alerts for students *not* in their specific classes.
2. Call to Order
   1. Meeting called to order at 1:40
   2. Minutes approved from August.
3. Faculty Evaluation and Portfolio
   1. Several of us are up for comprehensive evaluation. The others who are not up for evaluation only have to do the “log,” not the Appendix A.
   2. See Document Manager, VPAA Folder, Faculty Evaluation forms
      1. Whole handbook is in there for portfolios
      2. Appendix B is the log proposal form – due last Monday in September
      3. Appendix G is for the log results
      4. People up for comprehensive review
         1. Do appendix A and B by last Monday in September (29th)
         2. Send it straight to Dr. Alford and Elaine
         3. Dr. Alford will then be scheduling conferences with people up for comprehensive evaluation
         4. Complete portfolio is due in mid-February (check the dates in the documents that are online)
      5. There are plenty of workshops offered; go to them if you need to.
      6. Dr. Wright has said that he’s less concerned with the content of the LOG and more that faculty members do it (pass/fail thing)
      7. SIR IIs are still used this year, but there’s a new instrument to be used in the future. (We talked briefly about the new instrument)
4. Adjunct/DE Mentors
   1. Catherine asked how it’s going
   2. Everyone said fine
5. Assessment
   1. Gen Ed Assessment – completely voluntary, but would be useful for professional development and showing Administration the kinds of things we’re achieving in our classes. Artifacts can be untraditional (videos, photos, etc.). Fill out the form and send it to Sarah. Then they’ll get in contact with us about getting the artifacts. In the spring they’ll form a committee to handle this stuff. Get the form to Sarah by the end of the month.
   2. Course Level Assessment – They’re okay with us only running our course assessments in fall, not spring (unless the course is only offered in the spring). Starting fall, 2015: course assessments in fall, analyze it in the spring, and then make changes for next fall. For DE, the Chair approves final assessments. Every spring they’re running data on ground vs. online.
   3. Assessments need pre/post tests. Sarah needs them by end of September to get a working draft of the tests by October (except Music, which is due in November): Ethics / Philosophy, Religion, Art history, Music , and Humanities.
   4. Sarah will send another (strongly worded) email to remind us all.
6. Discussion Items
   1. HUM 2020 Assessment: don’t have to assess it right now (not online, not DE). Catherine suggests that we don’t develop it for online for a number of reasons. HUM faculty agreed.
   2. Agreement to move Logic out of Gen Ed part B (might push students to our other classes)
   3. IDS 2930/Special Topics - We’re going to propose that it be removed from the catalog since now faculty from other disciplines will be able to be credentialed to team-teach HUM 2930 (one has to be a humanities faculty). This also eliminates a writing intensive course so that we’re funneling students towards humanities courses.
   4. Due to redundancy, there was unanimous agreement to transition from HUM 2510 to HUM 2020. We will create a proposal to have HUM 2510 removed from the catalog.
   5. Student Evaluation of Instruction form:
      1. Think about which questions we want to include on this document.
      2. Catherine will create a Google document and include our current visioning statement (values).
      3. Make sure your questions ask only one thing (in simple terms)
      4. Deadline: by early October so that she can prepare something.
      5. Form completed online in Canvas.
7. Schedule
   1. Alford’s email said to send him three possibilities
   2. We agreed to work on the schedule ourselves so that we didn’t have to send options/possibilities.
8. Other: Friday, the 19th showing Steve’s film in J-103 (Rush Auditorium)