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

**Meeting Minutes**

**Date:** November 14, 2014, 1:00 p.m.

**Location:** Lee L-128 (Conference Room)

**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 |  | | |
| Guests |  | | |

1. Call to order: Called to order at 1:20 p.m.
   1. Attendance
   2. Approval of minutes from October – Approved.
2. Information Items
   1. Upcoming Items – Check the “Arts” calendar online for upcoming events
   2. Curriculum and Program Development Update – most exciting change: music technology certificate (approvals done by March).
   3. Spring schedule and syllabi – everyone knows his/her assignments, get Catherine our syllabi before the first day of classes. Spring duty days: Jan. 6-7 (should be good time to work on them)
   4. Portfolio process – Total portfolios due second Monday in February. LOGs due in February for those not up for comprehensive review.
   5. Adjunct Mentor Update – Ron and Tom are okay with what Catherina asked them to do.
3. Discussion Items
   1. Assessment update and implementation for spring – the assessments will pop up in the spring classes for humanities, religion, philosophy classes. Implementation: has to be part of the syllabus (5% of the student’s grade). Students need to know they’ll get credit regardless of how they do on the test. All the tests have the same instructions, due dates, etc., so that we have meaningful data. First semester data is geared toward making it a better tool.
      1. ***Sarah: ask if there’s a way to find/weed out who took the test quickly as a way to reduce the possibility of just filling in answers without reading the questions.***
   2. Revisiting DoHFA wish list
      1. We’re getting things done without more money
      2. Myriam, Les, and Mike – send Catherine a list of specific rooms with bad computers/old computers.
   3. Grant updates and future applications
      1. Fould’s Foundation (?) grant for music: applied for 20k and got 5k. We have to match 20k to get 5k.
      2. Catherine wants to apply for the NEH grant (5k)
      3. Lab fees and their usage being revisited by Dr. Wright.
      4. If we come across grants useful for our programs, send them to Catherine.
   4. Continuing DoHFA faculty lecture series?
      1. Catherine wants to continue this tradition for conference goers.
      2. She wants to hear ideas for presentations.
4. Next Meeting: January 10, 2015 at 1 pm., L-119b