**Humanities Department Meeting Minutes**

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| **Date:** | **November 9, 2024** |
| **Time:** | **2:00 – 4:00 pm** |
| **Location:** | **Zoom:** [**https://fsw.zoom.us/j/82804330966**](https://fsw.zoom.us/j/82804330966) |

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| **Faculty Member** | **Present** | **Absent**  | **Excused** |
| Anna Ciamparella | **X** |  |  |
| Michael DeMoran | **X** |  |  |
| Monique Harrington | **X** |  |  |
| Monica Krupinski | **X** |  |  |
| David Luther | **X** |  |  |
| Mike McGowan | **X** |  |  |
| Myriam Mompoint | **X** |  |  |
| Elijah Pritchett | **X** |  |  |
| Henry Rownd | **X** |  |  |
| Les Sutter |  | **X** |  |

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| **Quick recap** |
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| Monica discussed the meeting notes, course restructuring, and the status of textbooks for the upcoming semester. Monique and Monica also discussed the department's collaboration on creating best practices and a survey for students, as well as the need for collaboration and support in addressing the challenges of serving students effectively. Lastly, the team discussed the changes made to the General Education (Gen. Ed) courses, the process of initial granting for Monique, and the upcoming syllabi. |
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| **Next steps** |
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| • Monica to submit help desk ticket with CRNs for online courses once the new course shell review is completed and approved. |
| • Michael to develop survey questions for students regarding best practices for the department. |
| • Mike to send Monica information on potential OER textbook for World Religions course to change for Fall 2025. |
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| **Summary** |
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| **August and September Meeting Notes** |
| Monica discussed the August and September meeting notes, which were approved without any objections. She also mentioned that the October meeting was canceled due to Hurricane Milton. Monica advised the team to prepare their syllabi and course materials but noted that the online 2020 updates were still under review by the instructional design team. She suggested that if the review was not completed by the time they left for Thanksgiving, they could continue using the previous course shell in the spring. David asked if they could implement the new course shell in the fall, to which Monica responded that it was dependent on the review. |
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| **Course Restructuring and Instructor Guidance** |
| Monica discussed the status of course restructuring for the upcoming semester. She mentioned that while the intent was to switch to a new course, due to the end of the semester and the amount of restructuring required, individual instructors might be able to continue using the current course. Monica also clarified that the textbook would remain the same, with only minor changes to assignments and lecture presentations. She suggested that a collective help desk ticket would be submitted for all instructors once the new course is ready. Monica also expressed her concerns about the timeline and the potential for issues. No other questions or issues were raised during the meeting. |
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| **Department Collaboration and Survey Planning** |
| Monique discussed the department's collaboration on creating best practices and a survey for students. She mentioned that Michael is handling the survey and they are considering sharing ideas with the Fine Arts and English departments. Monique also mentioned that they are working on the online 2020 project and are looking good with documentation. The team agreed to continue with the plan and share ideas with other departments. |
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| **Gen. Ed. Changes and Funding Updates** |
| Monique expressed the need for collaboration and support in addressing the challenges of serving students effectively. Monica then discussed the Gen. Ed. Changes, indicating that things were in flux. She mentioned that she had worked with Dean Page and Rebecca Harris to reword some of their course learning objectives to ensure compliance with expectations. Monica also reminded the team about the funding deadline for submissions and the ancillary fund, which was still at $150. No other updates from committees were shared. |
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| **Gen. Ed Course Changes Discussed** |
| Monica discussed the changes made to the General Education (Gen. Ed) courses, particularly in the humanities, to align with other colleges and universities in Florida. She highlighted the revisions made to course descriptions and learning outcomes (CLOs) to meet state requirements. Mike shared his experience with the philosophy and ethics course, noting that it largely relies on the Western Canon. The state also requested review of the CLOs related to open-mindedness and global education. Monica demonstrated the rewording of some CLOs to address these concerns. The team agreed that while the changes were not catastrophic, they were significant and would be reviewed in January. |
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| **Textbook Status and Student Surveys** |
| In the meeting, Monica discussed the status of textbooks for the upcoming semester, mentioning that the 2020 text for humanities is now supposed to be inclusive access. She also noted that students generally have little difficulty accessing the Pearson textbook. Mike asked about the deadline for changing the textbook for the fall of 2025, to which Monica suggested sending the information to her to discuss with Wendie. Monica also reminded everyone about the student opinion surveys that are open and encouraged them to encourage their students to participate. Lastly, she mentioned that none of the changes will take effect for spring. |
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| **Initial Granting Process Clarification** |
| Anna and Monica discussed the process of initial granting for Monique, who is currently up for initial granting. Monica explained that the process would begin around spring break, with Anna and Michael sending a letter to the Dean stating their interest in initial granting. The Dean would then proceed with the process. Anna initially misunderstood the process, thinking she was part of the committee for initial granting review for Monique, but Monica clarified that committee members must have a continuing contract themselves. |