

**Humanities, World Languages & Speech Communication Department Meeting**  
**Friday, October 11, 2013 11:30 a.m.**  
**Room 2727**

**AGENDA**

- A. Call to Order
  
- B. Review and Approval of Minutes of September 13, 2013
  
- C. Update of Previous Discussion Items:
  - 1. Course Outlines of Record must match Syllabi
    - a. Basic Course Information
    - b. Course Description – Take from CurricUNET
    - c. Student Learning Outcomes – Take from CurricUNET
    - d. Course Objectives – Take from CurricUNET
    - e. Textbooks & Other Resources or Links – Take from CurricUNET or list.  
Instructors to address which resources they will use and/or supply additional ones.
    - f. Course Grading Based on Course Objectives (The course grade is based on total points accumulated during the semester. There is a maximum of \_\_\_\_ points.)
    - g. Grading Rubrics: In addition to the percentages and points listed above the following grading rubric or expected standard, will be used when grading written student assignments.
    - h. Course Assignments and Instructional Methods
    - i. Required Activities or Assignments
    - j. Teaching Methods
    - k. Out of Class Assignments
    - l. Attendance
    - m. Academic Dishonesty
    - n. Classroom Etiquette
    - o. Additional Help
    - p. Disabled Student Programs and Services (DSPS)
    - q. Student Counseling and Health Services
    - r. Student Rights and Responsibilities
    - s. Anticipated Class Schedule/Calendar
  - 2. Evaluations of Part Time and Full Time Faculty
  - 3. Book Ordering
  - 4. Lottery Money

5. SLOs/PLOs

D. New Discussion:

- a. Impatient, Rude Instructors
- b. Disruptive, Rude Students

E. Next Meeting: Friday, November 8, 2013

F. Adjournment