**Department of Speech and Foreign Language**

**Minutes: August 19, 2011**

**Attending: Fulltime Faculty**

 Myra Walters Cindy Enslen

 John Connell Anne Eastman

 Katie Paschall Fernando Mayoral

 **Adjunct Faculty**

 Mick Rigby Jack Pause

 Laura Leslie Danielle Kellams

 Kelly Westfield – Oral Communication Center Assistant

Department Chair, Myra Walters, called the meeting to order at 1:00. She welcomed everyone back for the fall semester and discussed meeting times and rooms for future meetings. Meetings are scheduled for the second Friday of each month. The next meeting is scheduled for the second Friday in September. Dr. Atkins’ administrative assistant is in the process of assigning permanent meeting rooms and meeting times for each department. This process is taking longer because we need rooms that are equipped with the technology to allow us to connect with faculty on the other campuses. The first part of each meeting will cover areas of concern for both speech and foreign languages. After that information has been covered the two divisions may meet separately to address discipline information and concerns. Myra reminded everyone to read the meeting minutes to keep in touch with what is happening and to ensure that names reflect attendance.

**New Business**

QEP- Myra discussed the importance of the QEP and its direct relevance to the SACS approval plan. The state has approved SLS 1515. The QEP will establish the FYE course: The Cornerstone Experience. Myra will make certain that everyone has FYE and QEP information. We were all encouraged to be familiar with the information and be able to discuss it. Myra asked everyone to review the QEP elevator speech and other additional information that was included in the packet that was handed out at Convocation.

Myra is the Lead Faculty for the FYE course and is responsible for promoting the course to the faculty. She will need the support of everyone. Much work was done over the summer. The outline of the course is due to SACS on September 26. The course will be rolled out in the spring of 2012 with approximately 20 sections district wide. Discussion is on-going in determining faculty selection. All who wish to teach the course must complete the ten hours of training offered through the TLC. Faculty may attend in person, by video conferencing. Sessions will be recorded and CDs will be distributed to each campus for viewing. A quiz will accompany each CD. Plans are underway for Saturday session(s) will be offered in the fall. Additional information regarding the dates will be forthcoming.

The Cornerstone Experience is more academically oriented than the current college success course. In five years, this will be a requirement for all first time students and approximately 183 sections will be offered district wide. Critical thinking will be incorporated throughout the course. The plan is for full time faculty to be able to teach one course. This will be good way to engage with the students. Let Myra or Judy Vangaalen know if there is an interest in teaching the course.

**Department Unit Plans**

Department unit plans are asked to include areas that support the QEP. Dr. Atkins is asking each department to adopt one of the four cornerstones to support the QEP. The assessment committee is asking that each discipline incorporate critical thinking into our curriculum in some way and that it be reflected in our department unit plan. Myra is soliciting input from the department faculty regarding the corner that they would like to adopt. She mentioned that if we adopted critical thinking that we could meet the QEP request to adopt a cornerstone and that we would also meet the SAC committee’s request to incorporate critical thinking into our unit plans. She also mentioned that four department members attended the Critical Thinking workshop in July. Unit plans must be finalized and submitted by the end of September. The plan must be tied to continuous improvement. Myra mentioned that we have already demonstrated continuous improvement because our earlier speech Pre and Post test show a weakness in small group and we have changed the course to show improvement in that area. SACS was impressed by many of our assessments but felt that as a whole the college needed to demonstrate how we are using assessment data to improve teaching and learning.

**Portfolios**

SACS was impressed that we have our adjunct faculty create portfolios to demonstrate that we are aware of what the adjuncts are doing in the classroom and that they are using the same rigorous standards as the full-time faculty.

**Course Outlines**

Course outlines I through V must be the same for all faculty. Some are disregarding information and doing other things in classes. All departments are having this problem. The learning outcomes must be adhered to. We must be consistent in what is covered and how it is assessed.

The Assessment Committee will assess courses using QR. The classes will be randomly selected. If you receive an e-mail, you must respond. Call Myra if you have questions. Marty Ambrose said assessment assignments will be looked at early in the course so than changes can be made if necessary.

**SENSE**

SENSE will be conducted in the fall. This survey looks at faculty and student engagement. The survey will take one class period and faculty should not leave during the process.

**Dual Enrollment Update**

Teachers who teach our courses for college credit in the high school must hold at least an MA plus 18 hours in the field. Speech and Foreign Language courses are popular in high school. Those courses offered in high schools must have a common schedule and common assessments. Full-time speech faculty met during the summer to develop the common schedule and common assessments. Last year we requested that public speaking be the only speech course that is taught in the high school. Since our request was made, the office has had a change in the staff person responsible for following through. In the meantime, until our request can be reviewed again, both of the speech courses have been designed to meet the state mandate.

**Intercultural Communication Course**

Laura Leslie is working on a proposal for a new intercultural communication course. This is a year long process. The final proposal must go before Curriculum Committee in October. Laura asked faculty to review and make suggestions and then write a letter of support for the course.

**Speech Club –TALK**

Cindy has the TALK club up and running on Lee. She gave handouts. This club is important for student engagement.

**Oral Communication Center**

Kelly is putting together information for students. Please send her your assignments.

**Final Speech Assessment**

The final speech will be recorded. A student assistant will be able to help faculty with this process at the end of the semester. Myra will e-mail wording for the final speech assignment.

**Conferences**

Katie and Myra will be presenting two programs at the Florida Communication Association Conference in October.

Fernando will be attending the foreign language conference in October.

Myra asked faculty to consider ways for speech and foreign language to collaborate and bring ideas back to our next meeting.

Meeting was adjourned.

Respectfully submitted,

Katie Paschall