

## *Minutes*

Communication and Foreign Languages Department Meeting

Myra H. Walters, Chair

September 14, 2012 at 2:00 p.m. in S 262-D

	Present	Absent	Excused
<b>Administration</b>			
<b>Faculty</b>			
Fernando Mayoral			Tonia East, (excused due to technical issues making campus connection)
John Connell			
Ann Eastman			
Brad Holley			
Cynthia Enslin			
Myra H. Walters			
Katie Paschall			

	Present	Absent	Excused
<b>Staff</b>			
<b>Adjunct Faculty</b>			
Laura Leslie			
Jack Pause			
<b>Guests</b>			

- I. The meeting was called to order at 2:15 p.m.
  - II. The minutes from the August 2012 meeting were unanimously approved. (Eastman, Holley)
- III. **Reports from Committees:** No committee reports other than a meeting the Chair (Walters) had with President Allbritten regarding House Bill 1355 (i.e., the Bill seeking to reduce the General Education requirements from 36 to 30). The President reassured the Chair that a thorough analysis of this issue will be conducted involving discussions at the department level, curriculum committee level, and administrative level. A representative from ESC will participate in collaborative discussions at the State level as well.
- IV. **Discipline Reports:** The Chair offered as a point of clarification, (per President Allbritten), although Speech Communication and Foreign Languages are part of the same Department, they are best referred to as disciplines (i.e., the discipline of Speech Communication and the discipline of Foreign Languages) and not divisions.
- V. **Old Business:** Dates for Adjunct Portfolio Appointments – Chair reported both Charlotte and Collier adjunct portfolios have been reviewed, and Lee County adjunct portfolios will be reviewed early in October, 2012.
- VI. **Information Items:**
- A. New Department Meeting Minute Template – A new template for recording meeting minutes has been adopted by ESC and will be utilized in recording the minutes of the meetings of all committees and departments. The Chair will provide the template to individuals recording meeting minutes for the Department of Speech Communication and Foreign Languages.
  - B. FERPA – A memo was distributed via email to ESC faculty and staff on 9/10/2012 regarding the Family Educational Rights and Privacy Act, also known as the Buckley Amendment. FERPA is a federal law designed to protect the privacy of students’ education records. Education records include any information or documentation that is recorded in any way, including records produced by handwriting, computer, email, audio, and video, among others. Educational records contain information directly related to a student, and are maintained by Edison State College or any party acting on its behalf. Discussion included the reminder to faculty that parents of students even under the age of 18 cannot obtain information without **written** consent

from the student. This includes both mediated (e.g., emails) and face-to-face communication (e.g., office conference).

- C. QEP – Chair encouraged faculty to continue efforts in attending and participating in the ten (10) FYE Cornerstone training modules. In addition to teaching strategy enrichment, certificates of completion may be included in portfolios. Furthermore, it was reported that by the fifth year of implementation of the Cornerstone Course, 100% of faculty will be required to complete 5 of the modules.
- D. Chair Description Committee – Chair (Walters) reported that she is a member of a committee that is studying the issue of how chair positions can most effectively be structured. President Allbritten is reportedly considering a revised Chair Model plan for consideration which may involve 11 or 12 month contracts.
- E. Oral Communication Club – Enslin, the club’s advisor, reported on T.A.L.K. (The Talking And Listening Klub) activities. T.A.L.K officers participated in Club Rush (9/6/2012) and obtained close to 50 names of interested students. T.A.L.K. is scheduling meetings to meet on Wednesdays, from noon to 1:00 p.m. in N-210. The first meeting was held on September 12, 2012. Walters emphasized the value of faculty-student engagement, and encouraged professors to participate as able and to encourage their students to do so as well.
- F. Foreign Language Club - The status of this club is unclear at this time, but the Chair indicated she will be following up to determine the level of activity of this club.
- G. Oral Communication Center (OCC) – The Chair reported on the increased activity and assistance provided to students in the OCC so far this semester. According to statistics gathered from Kelly Westfield, the OCC Instructional Assistant, the total visits has increased 252% since last year. Appreciation was expressed to faculty for its support as well as the professional assistance Kelly has provided in her work with students.

## VII. **Updates:**

- A. Arts & Sciences Dean Search Update – The recent search for the Arts & Sciences Dean failed. Reportedly, the plan is to hire an interim Dean for a few months and to initiate a new, national search (Walters)
- B. Search for Provost and Academic Vice President – President Allbritten reportedly indicated this position will be advertised. (Walters)

## VIII. **Announcements:**

- A. Desk of President communication from Dr. Allbritten - As a way keeping faculty and staff posted on the many happenings at ESC, the President posted a communication with the following link:  
<http://www.edison.edu/viewdoc.php?id=28544>
- B. Faculty Meeting on Friday, September 21, 2012. A meeting with the President will be held at 2:30 on the Lee Campus in Building AA – Room 177.
- C. SACS Town Hall Meeting during the week of Oct. 15, 2012 – An update on SACS will be provided by Dr. Stewart and Dr. Erin Harrel, Interim Vice President of Academic Affairs.
- D. Speech Communication:
  - a. Rubrics finalization – Finalization of the speech rubrics will need to be addressed at a subsequent department meeting.
  - b. Katie Paschall will be leading a workshop on Oral Citations for the TLC. Please the TLC schedule for the exact date.
  - c. Dates for reliability workshops – Dates for scheduling reliability workshops will need to be determined at a subsequent department meeting.

- d. The English Department is planning to propose a professional writing certificate program. This program requires students to complete an intercultural communication course. Walters suggested that we submit the course proposal researched and developed by Laura Leslie to support this program.

E. Foreign Languages

- a. Plans are moving forward to develop a space on the Lee County Campus for a Foreign Language Lab (Holley)
- b. French textbook price – Holley reported the textbook price will be reduced for Spring semester, 2013. Chair requested something be presented in writing to document the reduction in cost for next semester.

- IX. There being no further business, the meeting adjourned at approximately 3:05 p.m. (Connell, Paschall). The next regularly scheduled meeting is October 12, 2012

Minutes submitted by Cynthia J. Enslin