***Minutes***

Communication and Foreign Languages Department Meeting

Myra H. Walters, Chair

January 9, 2015 at 1:00 p.m. in U 202B

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| John Connell | x |  |  |
| Ann Eastman | x |  |  |
| Brad Holley | x |  |  |
| Cynthia Enslen | x |  |  |
| Myra H. Walters | x |  |  |
| Katie Paschall | x |  |  |
| Tonia Phanor | x |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Staff** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Melissa Rizzuto | x |  |  |
| Rebecca Yost | x |  |  |
| Courtney Lanute | x |  |  |
| Laura Leslie | x |  |  |
| Eliut Gonzalez | x |  |  |
| Blair Veloz | x |  |  |
| Phillip Bickel | x |  |  |
| **Guest** |  |  |  |
| Dr. Emory Alford | x |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. The meeting was called to order 1:00 p.m. Chair Myra Walters welcomed members and moved immediately to Dr. Alford’s portion of the meeting since he had multiple meetings to attend. Minutes of the November 14, 2014 meeting were subsequently reviewed and approved. (Connell, Leslie).
2. Updates from Dr. Emory Alford, Dean of School of Arts, Humanities & Social Sciences
3. Dr. Alford distributed recently published copies of a new brochure for the School of Arts, Humanities & Social Sciences. The brochure is designed as a reference guide for students, advisors, and counselors to provide information regarding majors and their required courses. Anticipated revisions are expected but a final version will be ready for Fall 2015 semester and will be produced in greater numbers for distribution at that time.
4. Dr. Alford explained the process for syllabi approval begins with faculty submitting syllabi to the Department Chair. The Chair then forwards syllabi to the Dean by the second week of the semester. The Dean will review and approve syllabi. If any clarification or modifications are required prior to approval, the Dean will discuss directly with the faculty member.
5. Faculty requested to send office door schedules to Alane Enyart for Dean’s signature (Alford).
6. Dr. Alford reviewed the process involving the S-25 scheduling software for creating the Spring, 2015 schedule and indicated this same method will be applied for the upcoming Summer and Fall schedules.
7. Action Items
8. A request was made for additional volunteers to participating in the administration of the SEI Form (Student Evaluation of Instruction). Leslie and Enslen previously volunteered, but the request is being made for additional faculty who are on continuing contract. Fernando Mayoral offered to be an additional volunteer (Walters).
9. Additional questions for the Speech and Foreign Languages SEI was discussed. For the Speech department, Paschall submitted three questions for consideration. The following questions were discussed, revised and agreed upon: (1) Did this course motivate you to use the learned communication strategies in your academic life? (2) Did this course motivate you to use the learned communication strategies in your professional life? (3) Did this course motivate you to use the learned communication strategies in your personal life? The Foreign Language Department also intends to develop some additional questions to include in its SEI which will reflect some of the State’s required competencies (Mayoral).
10. Chair reviewed portfolio due dates for full time faculty comprehensive evaluations (2/9/2015) and adjunct portfolios (2/27/2015). Workshops dealing with portfolio preparation are available this month, and the schedule of various workshops can be located on the TLC website (Walters).
11. Assessment updates
12. The assessment coordinator for the Foreign language department reported that a workshop for foreign language faculty was conducted by the textbook publisher in which the new and improved platform was explained. Reportedly, this session was especially helpful and productive (Mayoral).
13. The assessment coordinator for the Speech department reported that the Fall, 2014 assessments were completed, and we are awaiting the data analysis findings. Several professional development workshops focusing on the areas for assessment were held throughout the past several months, so the Speech department is in “good shape” with regard to meeting the requirements and tasks involving assessment (Paschall). Gratitude was expressed to the assessment coordinators for their willingness and diligence in fulfilling their roles (Walters).
14. Announcements and updates
15. The Chair reported on the availability of Public Speaking textbooks from Spring, 2015. The bookstore ran out of the current textbook for SPC 2608; however, the bookstore is able to provide a code available to students so they can obtain an electronic version of the textbook (Walters).
16. After much hard work and “several rounds of elimination”, the textbook committee, chaired by Dr. Ann Eastman, made a decision on the textbook(s) to be used for the SPC 2608 course beginning the Fall, 2015 semester. The textbook, *A Pocket Guide to Public Speaking,* authors Dan O’Hair, Hannah Rubenstein and Rob Stewart (2013) will be accompanied by *How to Deliver a TED Talk*, by Jeremey Donovan (2014). (Eastman)
17. A reminder was given to keep track of TLC certificates and include in faculty portfolio. A summary record of one’s attendance to TLC workshops is available through the TLC website (Walters).
18. A new Speech Department Canvas Resource Course has been initiated for the purpose of professional development and sharing of resources, ideas and information. Additionally, a similar Canvas Resource Course if being planned for the Foreign Languages Department (Walters).
19. In order to obtain useful sample speeches for classroom instruction, a Speech contest for the Spring 2015 semester is proposed. A speech contest coordinator to orchestrate this process is requested (Walters).
20. An online, self-paced course is available to all faculty, i.e., “Rubrics 101” through the FSW online department. Flyers were provided (Rizzuto).
21. The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Cynthia J. Enslen