***Minutes***

Communication and Foreign Languages Department Meeting

Myra H. Walters, Chair

March 13, 2015 at 1:00 p.m. in U 202B

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|  | Present | Absent | Excused |
| **Administration** |  |  |  |
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|  |  |  |  |
| **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 |  |  |
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|  | Present | Absent | Excused |
| **Staff** |  |  |  |
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| **Adjunct Faculty** |  |  |  |
| Courtney Lanute | x |  |  |
| Laura Leslie | x |  |  |
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**Call to Order**: The meeting was called to order 1:00 p.m. Chair Myra Walters welcomed everyone.

**Approval of January Department Minutes**: Laura Leslie Motioned to Approve the January 2015 Minutes.

Ann Eastman Seconded the Motion. Minutes as reviewed were approved.

**Action Items**

*Speech and Foreign Language Budget*

Myra Walters solicited feedback from everyone regarding how they would like to spend the speech and foreign language lab fees. The following list of ideas was suggested:

Speech Division: 6 I-Pads for Adjuncts to check out to record students

Instructional Assistants for Charlotte & Collier County also with 2 computers & “Accutrackers”.

Mediated Speech Tool – “1 Touch Button”

Projection White Board

Foreign Languages: I-Pads

Instructional Assistant

Other ideas: Perhaps Guest Speakers

Myra asked everyone to send her any additional requests by Tuesday.

Myra said that she will present this list to Dr. Alford for approval. Pending his approval, the list will be forwarded to Dr. Wright for his approval. We are not guaranteed to get any and/or all of these, but we were asked to submit a budget for planning purposes.

**Reports**

* Speech Communication Assessment Coordinator Katie Paschall

Katie is anticipating getting the report from Joe VanGaalen next week and she’ll be able to review the results then. We have had some “Data Retrieval Problems”.

Myra has met with those individuals who did the assessment incorrectly and we now have a plan in place to take corrective actions in the future.

Once she receives the report, Katie will present the results in a future department meeting and discuss plans for identifying the next assessment plan.

* Foreign Language Assessment Update Fernando Mayoral

Fernando stated that Joe VanGaalen has the information. There were some issues with “exam distribution” and they had to eliminate some Sections that were received by the Assessment department. Fernando is waiting for the results which he anticipates receiving any day.

Myra thanked both Fernando and Katie for their hard work with Assessment. The Assessment Department is using our Department as an example to illustrate to other departments what to do and how to do it effectively.

* International Education Efforts
  + Brad Holley (Foreign Language)

Currently Brad is writing a grant based on curriculum development.

He is also looking at a study abroad program in France for 2016 for Honors and possible non-Honors students.

* Laura Leslie (Speech)

Laura is working with Cat Fuller as well, with regards to her Intro. to Intercultural Communication class. The hope is to team up with a University overseas. If it works out, then those students would travel to the U.S. in the fall and our students would travel overseas in the spring. Details are still being worked out.

**Informational Items**

* Special Sections of Foreign Language Courses for Healthcare – Jim Mayhew – Creating an Initiative for Conversational Spanish & French for Health Care Workers.
* New Textbooks/Editions for Fall 2015
  + Speech 1017 is going to the 6th Edition for the fall. Sarah Mendelson, our Pearson consultant would like to schedule a professional development to demonstrate some of the new technical features of the new edition. (Ann asked about updating the quizzes in Canvas to match the 6th Edition Text. Myra stated that she’d talk to Rebecca Yost.)
  + Speech 2608 has already completed the textbook selection process for their two new text books for Fall 2015.
  + Spanish – We realized that the Ground & Online courses had different text books and in the Fall, the Ground Text will be the one used for both Ground & Online.
* Professional Development for Foreign Languages & Speech Communication

Once the results from the Assessments come in, we’ll need to set up Professional Development meetings to address concerns, changes, adjustments, etc.

* Fall Schedule

Full Time Faculty will be able to select their classes soon. Please contact Wendie if you’d like something different. Afterwards, the classes will be sent to the Adjuncts.

Dr. Alford has encouraged us to consider some “Creative Scheduling” offering Friday & possibly Saturday classes in both Speech 1017 and Spn1120. We had several professors, both Full & Part Time interested, so hopefully we’ll be able to start that in the fall.

* Update Quality Enhancement Plan

Myra handed out a booklet regarding the QEP. We have several people in our department that either currently teach or, or have in the past, which shows our continued support for the class.

**Updates**

**Faculty portfolio evaluation conferences**.

* The Dean has completed 24 of 31 conferences.
* The remaining seven will be completed by next week (by 3/20)

**By March 24th (or sooner**):

* All **Full Time Faculty not undergoing a faculty portfolio review conference** are required to **submit their Appendix B & G** (summary of Log results, SirII’s information attached, Professional Development and College Service accomplishments listed/detailed) [*e-mail request will go out today or Monday at the latest*]
* **Faculty Contract Recommendation** forms for all full-time faculty are being prepared and notifications will be sent informing them to either come to the Edison office to sign, or will be sent electronically to the CHA/COL/HGC faculty who should return hard signed copies to the dean’s office (tentative deadline = 3/24)
* Shortly thereafter, all portfolios will be made available for review by Dr. Wright. **Appendices materials for all full-time faculty, along with Faculty Contract Recommendation Forms, will be forwarded to Dr. Wright for his consideration, and much be submitted HR by April 1st.**

**Congratulations** to Tonia on her pending delivery! She’s due April 6th!!!

**International Listening Association Presentors**

* Rebecca Yost
* Myra Walters

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Laura A. Leslie