***Minutes***

Communication and Foreign Languages Department Meeting

Myra H. Walters, Chair

Aug 18, 2015 at 1:00 p.m.

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| --- | --- | --- | --- |
|  | 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 |  |  |
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|  | Present | Absent | Excused |
| **Staff** |  |  |  |
| Lilly Carr |  |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
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**Call to Order**: The meeting was called to order 1:00 p.m. Chair Myra Walters welcomed everyone.

Welcome back to the new semester, and a welcome to Lilly Carr. Lilly is the new instructional designer who will be working with our department with regard to Canvas in the courses.

Dr. Eastman asked for clarification that the rubrics for the Speech and Communication courses were up to date. The department was reminded that these rubrics are not to be modified for individual courses; otherwise there is the risk that assessment data will be compromised.

**Action Items**

There were no action items.

**Reports**

There were no reports given from the various college committees.

**Informational Items**

Prof Walters informed the department that in the future, meetings will likely be split into two segments; the first will treat information that concerns the entire department, the second will have the foreign language faculty separate in order to treat discipline specific needs.

Prof Walters reminded the department that all courses were to implement the new syllabi in their courses and submit them to her for approval. The new syllabi contain a statement concerning Title IX. Other items of importance with regard to syllabi are clear grading and attendance policies, a weekly schedule (if not a daily schedule for students), and that assessment materials are weighted equally within the division (i.e. final exam/assessment is worth 20% of the overall grade).

As of Spring 2016, MWF courses will be replaced with MW courses. Friday only courses will be a possibility. The majority of MW courses meet at similar times as the MWF.

The department was reminded that the deadline for fall FPD awards is the 2nd Friday in September. Those wishing to receive funds should be proactive, respectful of deadlines, and respectful of the established process.

If any department member would like to serve on the newly established ARC grant selection committee, make it known to Prof Walters.

Prof Walters gave an update on the position for Mass Communication. More information is expected at a later date.

Katie Paschall reminded the Speech and Communication faculty that there was interest in creating a collective LOG for this academic year.

IPADs have been ordered and received for the department. There are enough for full-time faculty, but not for the adjunct instructors. The process to check-out/distribute them has yet to be determined.

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