**Department of Speech Communication and Foreign Languages**

Monday, August 22

3:00 p.m.

Edison/Lee- K-211

**Present:** Dr. John Connell, Dr. Tonia East, Dr. Ann B. Eastman, Prof. Cynthia Enslen, Prof. Ronald Feemster, Prof. Fernando Mayoral, Dr. Katie Paschall, Prof. Dani Peterson.

* After introductions and everyone welcoming professors Dani Peterson and Ronald Feemster to FSW.
* Dr. Joseph Van Gaalen, Director of Academic Assessment, gave a brief review on the Assessment report for academic year 2015-2016 for both the Speech Communication and the Foreign Language courses.
* Professor Mayoral gave a report on the meeting Dr. Jeffrey Stewart, Interim Provost and Vice President of Academic Affairs had with the Chairs of the School of Arts, Humanities and Social Sciences and the School of Pure and Applied Sciences .
* Professor Mayoral asked faculty to think about the academic structure that will support our department and the programs that are part of the Associate of Arts degree program. Professor Mayoral distributed a list with ideas to consider. The group began discussion of this issue, will continue during thinking about it after this meeting and will end discussion at the September meeting. Dr. Stewart needs our feedback by September 12.
* The two models mentioned were the current model of having a Dean for the School of Arts, Humanities and Social Sciences and Department Chairs and the second model of having an Associate Dean for the School of Arts, Humanities and Social Sciences.
* Professor Mayoral gave a report on the meeting Dr. Martin McClinton, Interim Dean of the School of Arts, Humanities and Social Sciences, had with the Chairs of both schools.
* Because of the added responsibilities to Dr. McClinton, he asked chairs to assist on putting the schedule together. He recommended work with faculty and encourage faculty to spread their class selection for the Spring 2017 semester, to consider evening and or Friday classes.
* Student issues need to be dealt first with the professor, then with the Chairs.
* The chair receives the syllabi from all faculty members.
* At the meeting, Dr. Katie Paschall, Assessment Coordinator for Speech Communication, asked the faculty members to think about an area to assess for this academic year. One area could be oral citations, another could be physical delivery.
* Other announcements
* SENSE survey to be administered September 12th through 29th.
* Withdrawal date is Monday, October 31st.

There being no additional discussion nor additional issues, the meeting ended at 4:00 pm.