***Minutes***

Department of Speech Communication and Foreign Languages

Fernando Mayoral, Chair

Friday October 14, 2016 at 9:00 a.m.

I-223 Thomas Edison, J-118 Charlotte, G-109 Collier

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
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|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| John Connell | x |  |  |
| Tonia East-Phanor | x |  |  |
| Dani Peterson | x |  |  |
| Cynthia Enslen | x |  |  |
| Myra H. Walters | x |  |  |
| Katie Paschall | x |  |  |
| Ann Eastman | x |  |  |
| Ron Feemster | x |  |  |
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|  | Present | Absent | Excused |
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| **Adjunct Faculty** |  |  |  |
| Eluit Gonzalez | x |  |  |
| Carol Roark | x |  |  |
| Vernita Batchelder | x |  |  |
| |  |  | | --- | --- | | Jan Klein | x | | x |  |  |
| Bob McPhail | x |  |  |
|  | x |  |  |
|  | x |  |  |
| **Guest** |  |  |  |
| Laura Price | x |  |  |
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1. The meeting was called to order at 9:01 a.m. by Chair Fernando Mayoral.

Minutes for the last department meeting were reviewed and suggestions were made to revise.

* Myra requested her name be removed from adjunct to fulltime status when recording the attendance.
* The date for the meeting was also corrected.
* After changes were suggested, Katie moved we accept the minutes and the motion was seconded by John.

Fernando introduced Laura Price, Coordinator for Academic Support Programs. In addition to working in the Oral Communication Center, her responsibilities now includes getting the Foreign Language Lab up and running. Laura Price announced her fall 2016 hours for the Oral Com Center.

Fernando asked that we share information with Laura about our requirements. Faculty suggested the following:

* Give copies of our assignments to Laura.
* Copies of all assignments created for use in the Oral Com Center should be e-mailed to all faculty.
* A suggestion was made to upload all assignments to the Speech Communication Canvas Resource Course
* Laura should create a video of the resources offered in the Oral Com Center

An announcement was made that the MLA guidelines have changed. Cindy suggested we decide as a group if we should accept the 8th or 7th MLA edition. The majority of faculty at the meeting agreed that we should accept either-for this semester. Cindy suggested that we send students to the Purdue Owl and that we use the Power Point and handout completed by Laura Price to assist them in making changes to update MLA guidelines. Carol Roark asked that the MLA handout be sent to them because they did not get it. It was suggested that we check with the English faculty and follow what they are doing.

**Assessments Reports**

* **Katie Paschall, Speech Communication Assessment Coordinator**

The speech professional development day will take place in the TLC on Saturday, Nov. 5 from 9:00 a.m. – noon. For the next year, we will continue to look at introductions, conclusions, and oral citations and to also add nonverbal physical. Information about the speaking and preparation outlines will also be addressed.

* **Fernando Mayoral, Department Chair and Foreign Languages Assessment Coordinator**

Foreign languages will be having their assessment day on Sat. Oct. 15. The General Education Committee has selected quantitative reasoning and critical thinking. They are asking for assignments by Friday of next week. Myra suggested that we not forget about submitting oral com assignments and she offered to show people how to easily record their speeches. Fernando suggested that along with sending the assignment, we may want to explain how the assignment supports critical thinking by including the assignment rubric. Katie explained that we first turn in the assignment and then in the spring we submit the artifacts. Myra suggested that we ask Dr. Van Gaalen to provide feedback to people about the assessment assignments submitted for the purpose of providing feedback on the strengths and weaknesses of these assignments and their ability to accurately assess the general education competencies.

**New Mass Communication Courses**

Ron Feemster will submit two course proposals: JOU 1103 and JOU 1313 to submit to the Curriculum Committee. He will work with Fernando to prepare his course proposals for the curriculum committee. The courses proposals will be e-mailed and we will vote on the proposals electronically.

**Chair Report**

* Fernando informed us that the dean was concerned with faculty cancelling classes. When regularly scheduled classes are canceled due to illnesses, etc. or are moved to a different location we should make sure that the staff assistants in the appropriate office are notified. One suggestion was to notify students who are absent on the day when the location change is announced to inform them about the change of the next class meeting. It was also suggested that we put a note on the door. If the class is meeting off site, make sure that message is communicated to cover the faculty member.
* Final examinations should not be given before final exam week.
* Fernando will be visiting four faculty for classroom observation. He will notify faculty who are to be reviewed.
* We still need people to cover speech classes.
* The ISBN number is different on some of our speech texts. Katie explained that our students may purchase either the 3-hole punch loose leaf or the softback book. The ISBN number is different depending upon the format the student chooses to purchase.

**Technology Concerns**

Tonia inquired about technical support for online students.

Lily Carr is our development designer. Ron Feemster is currently enrolled in the online cohort to be certified to teach online courses. Myra mentioned that the Cornerstone course is focusing on a lot of technology.

**Announcements**

* Myra announced that two Meeting of the Minds workshops are on the TLC schedule. Please check the schedule for exact dates and times. Food will be provided. The purpose of these workshops is clarify the new general education competencies and the many ways you may assess this competency in your course.
* Please make every effort to attend the discipline specific professional development days that have been scheduled.
* Myra, Katie, and Tonia will be presenting papers in October at the Florida Communication Association’s Annual meeting.
* Fernando will also be attending a conference one week from today in Boston.

**Meeting adjourned at 10:32**

Minutes submitted by Myra H. Walters