

Minutes

Department of Speech Communication and Foreign Languages

Fernando Mayoral, Chair

August 15, 2017 at 2:30 p.m. in K-211

	Present	Absent	Excused
<u>Administration</u>			
<u>Faculty</u>			
Fernando Mayoral	x		
John Connell	x		
Ann Eastman	x		
Cynthia Enslin	x		
Ron Feemster	x		
Kathie Paschall	x		
Dani Peterson	x		
Jennifer Summary	x		
Myra Walters	x		

	Present	Absent	Excused
<u>Adjunct Faculty</u>			
John Pause	x		
<u>Guest</u>			
Joe Van Gaalen, Assessment	x		

- I. The meeting was called to order at 2:30 p.m. by Fernando Mayoral, Chair. Mayoral welcomed everyone and asked for introductions so our new Full-Time Speech faculty member knew who we were. Everyone welcomed Dr. Jennifer Summary. She introduced herself and share personal information with those in attendance.
- II. Mayoral Shared the Departmental meeting schedule for the current academic year to be the second Friday of the month from 9:00 to 11:00 in the morning. He also shared that at the meeting everyone was encouraged to contribute to the discussion at the meetings and that time would be dedicated to discussed issues of both departments equally. He also asked for volunteers to take the minutes of the meetings.
- III. Dr. Joseph van Gaalen, Director of Assessment and Effectiveness, Academic Affairs, spoke about assessment and announced a professional development day for the department scheduled for Saturday, October 7th.
- IV. Mayoral made the following announcements:
 - a) Deadline to submit request for funding for Professional Developing to be September 8th.
 - b) Syllabus needed to be submitted to the Chair for review.
 - c) Chair retreat on August 8th and distributed a table showing the 2017-2018 Faculty Evaluation/Portfolio Timeline. Our department does not have faculty members up for Initial Granting of Continuing Contract, so there was not a need to form a subcommittee at this moment. Three full-time faculty members are due for comprehensive review, and their portfolio submission is due February 12, 2018.
 - d) The mentoring process was explained and the forms to fill out were distributed for faculty to mentor adjunct faculty who are coming up for portfolio submission and for new adjunct faculty.
- V. There were no further issues to discuss, and the meeting was adjourned at 3:30 pm.

Respectfully,
Fernando Mayoral.