

Minutes

Department of Speech Communication and Foreign Languages

Fernando Mayoral, Chair

January 12, 2018 at 9:00 a.m. in I-228

	Present	Absent	Excused
Administration			
Faculty			
Fernando Mayoral	x		
John Connell	x		
Ann Eastman	x		
Cynthia Enslin	x		
Ron Feemster	x		
Dani Peterson	x		
Katie Paschall	x		
Myra Walters	x		
Jennifer Summary	x		

	Present	Absent	Excused
Adjunct Faculty			
Vernita Batchelder	x		
Jerry Elam	x		
Eliut Gonzalez	x		
Bob MacPhail	x		
John Pause	x		
Carol Roark	x		
Roy Samuelson	x		
Josh Youakim	x		
Guest			
Laura Price	x		
Don Ransford	x		

I. The meeting was called to order at 9:01 a.m. by Fernando Mayoral, Chair.

II. Approval of Minutes

A. Clarification to October 13, 2017 minutes (IV. a.): The sentence should read “data are used.” Minutes for the October 13, 2017 meeting were approved (Connell moved to approve and Walters seconded).

III. Assessment Reports

- A. **FSW Newspaper update**—Professor Ronald Feemster reported that the newspaper will share a split service space with Professor Shawn Moore. Professor Feemster is holding off from recruiting new students for the newspaper (unless, they have taken at least two journalism classes.) A funding request was submitted by Professor Feemster who prioritized each item by need.
- B. **Oral Communication Center**—Instructional Assistant Laura Price reported that Foreign Language students are happy with their tutors. The OCC’s numbers are steady, but took a hit due to hurricane Irma. The center has new chairs along with an updated Canvas Speech page with help from Professor Cindy Enslin. If you would like reports on student usage of the center, please contact Laura Price. She also is soliciting feedback in regard to dates for MLA workshops. Should they occur in the middle or end of the semester? Tutor.com is available to all students; in addition to, reports that faculty can request. Lastly, please send assignments and sample outlines to Laura Price to aid students and tutors.
- C. **Academic Support Advisory Council**—Professor Cynthia Enslin had no report in lieu of time.
- D. **Assessment Speech** – Dr. Katie Paschall reported that rubrics are online and corrected. She is waiting for the fall assessment reports.
- E. **Foreign Languages** – Fernando Mayoral stated that he, too, is waiting for the fall assessment results.
- F. **Professional Development**— Professor Myra Walters had no report in lieu of time. She stated that we will be receiving emails with updates and information.
- G. **Summer/Fall Schedules**—Professor Fernando Mayoral needs schedule preferences for summer and fall before February.

IV. Announcements

A. Professor Fernando Mayoral stated the following: attendance verification is due by 1/17/2018; everyone needs to email their syllabi to him (if you haven’t already); office hours need to be approved by Dr. Teed and posted; the State of the College address is 2/2/2018; portfolios are due by 2/12/2018; and if you need to cancel class please notify your students along with Professor Mayoral and Dr. Teed.

V. General Education Advisory Council

- A. Professor Don Ransford attended our department meeting to discuss the status of the communication elective for the health science professions. A subcommittee has been formed to address issues, concerning the oral communication general education requirement. The committee consists of Dr. Katie Paschall, Professor Myra Walters, Professor Kelly Roy, Dr. Jennifer Summary, and Professor Sindee Karpel. The committee will meet January 16, reporting back to our department at a later date.
- VI. The meeting was adjourned at 10:36 am. (Walters moved the meeting be adjourned, Elam seconded.)

Respectfully submitted,

Jennifer J. Summary