***Minutes***

Department of Speech Communication and Foreign Languages

Fernando Mayoral, Chair

October 12, 2018 at 9:00 am

(Charlotte J-118, Collier G-109, Edison I-228,)

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|  | Present | Absent | Excused |
| **Administration** |  |  |  |
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|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| John Connell | x |  |  |
| Ann Eastman | x |  |  |
| Cynthia Enslen | x |  |  |
| Ron Feemster | x |  |  |
| Kathie Paschall | x |  |  |
| Dani Peterson | x |  |  |
| Jennifer Summary | x |  |  |
| Myra Walters |  |  | X |
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|  | Present | Absent | Excused |
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| **Full-Time Temporary and Adjunct Faculty** |  |  |  |
| Vernita Batchelder | x |  |  |
| Phil Bickel |  | x |  |
| Eliut Gonzalez |  | x |  |
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| --- | --- |
| Bobby MacPhail | X |

 | x |  |  |
| Joyce Puls |  x |  |  |
| Penny Ranson |  | x |  |
| Carol Roark | x  |  |  |
| Roy Samuelson |  | x |  |
| Josh Youakim |  | x |  |
| **Guest** |  |  |  |
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1. **Call to Order**: The meeting was called to order at 9:02 am by Fernando Mayoral, Chair. He welcomed everyone present and invited the attendees to the Publishers Meeting following this meeting.
2. **Approval of Minutes**
3. After review of September 14 minutes, no corrections were recommended.
4. Dr. Connell motioned to accept minutes as written, Dr. Eastman seconded.
5. Members present unanimously voted to approve September 14, 2018 minutes.
6. **Reports**
7. Assessment Coordinator Speech Department (reported by Dr. Katie Paschall)
	1. Katie stated the most recent Professional Development Day was very well attended and feedback was positive. A good assessment review to follow. Contact Katie with questions.
8. Assessment Foreign Languages (reported by Professor Fernando Mayoral
	1. Fernando discussed Common Assessment with testing, evaluation of students, Listening, Reading & Written competencies. Results improve with each assessment.
	2. There will be a professional development day for Spanish faculty to calibrate grading of the composition portion of the assessment to maintain consistency October 27th.
	3. French assessment is in progress for Elementary French I & II.
9. Instructional Assistance Search (reported by Professor Cindy Enslen)
	1. Cindy discussed the email she distributed to the department asking for input for any additional interview questions. There are five candidates for the position. After discussion is was agreed WTC, Willingness to Communicate skills, are essential for the role in the Instructional Assistance position.
10. Textbook adoption (reported by Dr. Ann Eastman)
	1. Ann discussed the textbook adoption was on track with the established timeline to meet the Fall 2019 goal for

adoption. Three more textbooks have been added for consideration and will be evaluated. There are now 7 to 8 textbooks to review. The present SPC 1017 book will also be reviewed with the rubric for evaluation.

b. Discussion followed concerning publisher options for rentals and what formats are available from publishers.

c. Publisher resources are needed for good example speeches.

1. **Announcements**
2. **Assessment Coordinator for Speech Department:** Katies term is up as Assessment Coordinator. The Coordinator is a three-year commitment. The responsibility includes networking with other committees, reporting to the department on assessment issues discussed at the Learning Assessment Committee meetings. Meetings are held on the 1st Friday of the month at 11a.m. Jennifer Summary stepped up with interest in filling this responsibility.
3. **ELearning Coordinators SOAHSS** are Dr. Leslie Bartley and Dr. Shawn Moore.
4. **Research Lecture Series** for October 17, 2018 is in J-103. Dr. Michael Sauer will present “Variability in Dissolved Organic Matter in San Carlos Bay and its impact on Microbial Respiration and Measurements of Microalgal Chlorophyl”. Adrial Kerr will present “Egyptian Pyramids Fact Versus Fiction”.
5. **Professional Development Day** for Spanish is October 17, 2018.
6. **The next scheduled department meeting**isNovember 9, 2018.
7. **Academic Technology Committee plan for OER development:** Looking for volunteers to serve on a committee to evaluate Occupational Resources. The coordinator is Eleanor Bunting.
8. **Other Business**
9. Fernando announced for Myra Walters that the posted Speech Professor position closes October 17, 2018. The posted position is announced at “District Wide”, the position will cover classes at Hendry-Glades and Collier. Discussion of timeline for interviews reveals the position is to begin for the Spring 2018 semester.
10. **Adjournment**: Cindy made a motion to adjourn, Dani seconded, meeting was adjourned at 9:58 a.m.

Respectfully submitted,

Bob MacPhail