***Minutes***

Department of Speech Communication and Foreign Languages

Fernando Mayoral, Chair

August 14, 2019 at 2:15 pm

(Edison K-211)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| Alessandro Cesarano | x |  |  |
| John Connell | x |  |  |
| Ann Eastman | x |  |  |
| Ron Feemster |  |  | x |
| Dan Maguire | x |  |  |
| Katharine O’Connor | x |  |  |
| Katie Paschall |  |  | x |
| Dani Peterson | x |  |  |
| Jennifer Summary | x |  |  |
| Myra Walters | x |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Full-Time Temporary and Adjunct Faculty** |  |  |  |
|  |  |  |  |
| Jim Acton |  |  |  |
| Vernita Batchelder |  |  |  |
| Phil Bickel |  |  |  |
| Jerry Elam |  |  |  |
| Eliut Gonzalez |  |  |  |
| |  |  | | --- | --- | | Bobby MacPhail | X | | x |  |  |
| Courtney Lanute |  |  |  |
| Ruth Miller | x |  |  |
| Joyce Puls |  |  |  |
| Penny Ranson |  |  |  |
| Carol Roark |  |  |  |
| Roy Samuelson |  |  |  |
| Josh Youakim |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Call to Order**: The meeting was called to order at 2:17 pm by Fernando Mayoral, Chair.
2. **Approval of Minutes** 
   1. John Connell made a motion to approve the minutes from the April 12th meeting.
   2. Myra Walters seconded the motion.
3. **Information/Discussion:** Presented by Fernando Mayoral, Chair
   1. **Syllabus**. Remember to use the current template of each course syllabus. They are found in the Document Manager on Portal. Be sure to send all completed syllabi to Fernando Mayoral by August 19.
      1. There were some questions and some clarification needed concerning SPC 1017. Please see Ann Eastman for any new or updated documents. Also, she can provide samples for SPC 1017.
   2. **Meeting schedule**. The department will meet the second Friday of the month. This semester we will meet September 13, October 11, November 8, and (possibly) December 13.
   3. **Class Schedule for Spring 2020**. Department chairs are no longer in charge of scheduling the faculty’s courses. Brian Page, with the help of Bonnie Lawler will be contacting everyone concerning course scheduling for Spring 2020.
   4. **Academic Calendar**. Classes start on Monday, August 19 and end on Monday, December 2. Finals week is Tuesday, December 3 to Monday, December 9. The last day for students to withdraw from a class with a grade of “W” is Thursday, October 24.
4. **Announcements** 
   1. **Fall 2019 Development Fair.** On August 19 and August 20, faculty members can volunteer to be at information tables. This is to answer questions students might have or to help direct students to their classes.
   2. **Professional Development Application.** If you are traveling to a conference during October, November, December, the application must be submitted by Friday, August 30. You can find the application for travel funding in the Document Manager on Portal.
   3. **Conferences with Dr. Teed.** Dr. Teed will be reaching out to new faculty, faculty who are renewing their contracts annually, and those faculty who are up for continuing contract, to speak about the faculty evaluation process. Any other faculty members who would like to meet with Dr. Teed are welcome to schedule a meeting.
   4. **Other announcements.**
      1. Victor Strasburger will come to your speech classes to give information about the Speech Lab. You can contact him if you would like to schedule a class visit.
      2. Jennifer Summary is the assessment coordinator for Speech Communication classes.
      3. Ann Eastman and Jennifer Summary have created the last three online speech courses.
      4. If you would like to teach online, you must get certified through the TLC.
5. **Adjournment**.
   1. Bobby MacPhail made a motion to adjourn the meeting at 3:00 pm.
   2. Dan Maguire seconded this motion.

Respectfully submitted,

Dani Peterson