***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Wednesday, August 19, 2019 at 2:15 p.m.

 Via Zoom

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| Alessandro Cesarano | x |  |  |
| Ann Eastman | x |  |  |
| Evan Johnson |  |  | x |
| William Kelvin | x |  |  |
| Dan Maguire | x |  |  |
| Katharine O´Conner | x |  |  |
| Katie Paschall | x |  |  |
| Dani Peterson | x |  |  |
| Jennifer Summary | x |  |  |
| Jamie Votraw | x |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Adjunct Faculty** |  |  |  |
| James Acton | x |  |  |
| Doreen Banick | x |  |  |
| Vernita Batchelder | x |  |  |
| Phil Bickel | x |  |  |
| Lindsay Carr | x |  |  |
| Vernita Batchelder | x |  |  |
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|  |  |
| --- | --- |
| Juniace Etienne | x |

 | x |  |  |
| Eliut González | x |  |  |
| Marisol Hernández Soto |  |  |  |
| Ladan Jalinousi | x |  |  |
| Courtney Lanute | x |  |  |
| Jennifer Malone Ramos | x |  |  |
| Claudia Márquez Reséndiz | x |  |  |
| Bobby MacPhail | x |  |  |
| Ruth Miller | x |  |  |
| John Pause | x |  |  |
| Joyce Puls | x |  |  |
| Carol Roark | x |  |  |
| Norm Toback | x |  |  |
| Roy Samuelson |  |  |  |
|  |  |  |  |

1. Chair called the meeting to order at 2:15
2. Those in attendance introduced themselves, mentioned their subject area, teaching modality and campus location.
3. The new full-time Communication faculty were welcomed: Dr. Evan Johnson teaches at the Charlotte Campus, Dr. William Kelvin and professor Jamie Votraw teach at the Edison Campus.
4. Dr. Jennifer Summary, Assessment Coordinator for Communication studies, reminded faculty that they need to adhere to the stipulations of the assessment for the informative speech. The current rubric is available in Canvas. Dr. Summary also announced a professional development day for September.
5. Professor O´Connor is a Faculty Coordinator for the TLC and is proposing a PD series called Communication Matters and invited faculty to lead a session during PD Fridays. She is also spoke about the adoption of the ePortfolio platform to be used by all full-time faculty members. There will be training sessions.
6. Chair Mayoral talk about the teaching modalities and the required certification to be able to teach online, live on line and flex.
* Faculty need to send their syllabus as soon as possible so faculty have time to update the syllabus and have it ready for students on the first day of classes.
* Office hours need to be display on office door even if the office hours are online.
* Our meetings will be on the second Friday of the month and will be via Zoom.
* Faculty need to follow the college calendar for final exams and remember that there are two study days for the first time. September 8 and November 25 are study days for students and duty days for faculty.
1. There being no additional business, the meeting ended at 3:10 p.m.

Respectfully submitted,

Fernando Mayoral