***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 |
| **Guests** |  |  |  |
| Victor Strasburger | x |  |  |
| Jane Charles | x |  |  |
| **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 |  |  |
| Vernita Batchelder | x |  |  |
| Eliut González | x |  |  |
| Marisol Hernández Soto | x |  |  |
| Joyce Puls | x |  |  |
| Carol Roark | x |  |  |
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| Norm Toback | x |

 | x |  |  |
| Roy Samuelson | x |  |  |
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1. Chair called the meeting to order at 9:00
2. Chair asked those in attendance to go over the minutes. It was noted that it was a requirement for Full-Time faculty to be at the meetings. Professor Dani Peterson Moved to approve the minutes. Dr. Ann Eastman seconded.

-Chair introduced the guests and mentioned what they were going to speak about later on at the meeting.

1. Dr. Jennifer Summary announced that September 25th  at 1:00 p.m via Zoom. There will be a report on the assessment from the fall and spring results, a discussion about the common assessment and 3 presentations. One will be oral citations, another will be non-verbal physical and the outline.

Dr. Summary applied for an ARC Grant for a Public Speaking competition for the spring to showcase the informative speech. She will give more details as things progress.

-Victor Strasburger mentioned that he was available for students who are required to give a public speech. Victor gives student one on one guidance and helps them to brainstorm for ideas on topics, review the format of outlines, oral citations, references in APA style, practice giving the speech and using Kaltura. This fall students are using Zoom. Students should visit [www.fsw.edu/qless](http://www.fsw.edu/qless) for a live session. (<https://www.fsw.edu/academicsupport/occfl>). Victor receives a message and provides students with a Zoom link. Victor will create an example of the APA reference page to share with the students at the other FSW campuses. Victor will notify professors when students come to the Oral Communication Center.

1. Chair reported that Communication and evaluate are the new competencies to be assessed for the 20-21 academic year. Professor Peterson mentioned that it would be interesting to use the rubric to evaluate artifacts for Foreign Languages. She shared the link for the competencies and the rubrics: <http://www.fsw.edu/facultystaff/assessment/genedcompetencies>

Dr. Eastman asked if those professors teaching live on line will be using video submissions or live on Zoom. Professor Maguire and Dr. Johnson will have them live on Zoom.

1. Professor Katie O´Connor is proposing a Communication Matters series given by the TLC via Zoom on October 23rd and 30th and presented the following list of topics for possible presentations: listening, citing sources, oral presentation best practices, non-verbal class activities, delivery methods best practices, Zoom best practices and intercultural communication. Katie will finalize the proposal and will share the final dates.
2. Chair mentioned the schedule for the Spring 2021. We will be contacted by Dr. Page. There are faculty that need to earn Online Certification. Online Learning created a schedule to allow ample time to go through the process and complete the necessary preparations for certification:

October 5, 2020 Request enrollment and start certification course.

October 27, 2020 Complete all certification requirements to remain on the schedule for your instructional modality.

October 28, 2020 Priority registration opens for students

November 15, 2020 Live Online and Online Teaching Certifications suspended until duty days in Spring 2021.

These are the requirements by modality:

Traditional = No certification requirement

Blended Beginning Spring 2021 = Online Teaching Certification and Live online Certification

Live Online = Online Teaching Certification and Live Online Certification

Online = Online Teaching Certification

Live Flex = Live Online Certification

For description of each certification and additional information go to <https://www.fsw.edu/online/certificationlist>

VII Professor Peterson mentioned that the Office of International Education will have a virtual study abroad fair on November 19th at 12:00 p.m. The tentative program will be for Summer 2021. The plan is for Prof. Peterson to teach Summer A. Students will start the course on Campus and continue their study of the language in France.

Professor Enslen asked professors to share their experience teaching Blended and Live Online modalities. Dr. Paschall mentioned that students are confused as to when they need to come to class. Students like to come to class. All is well so far. It is a combination of online. Their speeches are given in person.

Office hours via Zoom: Students are not using. Dr. Roark request an individual Zoom appointment. It is time consuming. Dr. Kelvin had students contact him during office hours. Dr. Johnson has given students his phone number. Professor Maguire mentioned that students did not come to visit his office often and sees the same with Zoom.

Everyone was satisfied with Blooming with Zoom. It was mentioned that the course is open, so we can go back and review the information in the modules.

Safety- if we are on campus, we must wear masks and take all precautions to protect ourselves and others.

 VII Professor Jane Charles mentioned that faculty librarians will be assigned as the contact person per specific schools. If professors in our school need electronic resources or data bases, we need to let Jane know. She can also create tutorials for doing research and provide students with her contact information to assist students. Prof. O´Connor requested to guide students to use scholarly sources. She noticed the need especially in the newly redesigned online course SPC2608 Introduction to Public Speaking. She also recommended to create a video to add a module to be included in the online Speech courses. Prof. Charles agreed that there was a need to create new tutorials.

 There is a tutorial for students to use the data bases and to give students instructions whom to contact and how to use the data bases.

 Dr. Roark asked if it was still possible to come to class to give research instruction, but due to COVID-19, there are limitations, but a librarian will be able to join a class via Zoom. The library has now a specific chat service for FSW for our students to ask for one-on-one help. Now, students can go to chat with a librarian: [https://www.fsw.edu/library#](https://www.fsw.edu/library)

There being no additional business, Professor Dani Peterson made a motion to end the meeting and Dr. Jennifer Summary seconded.

The meeting ended at 11:00 a.m.

Respectfully submitted,

Fernando Mayoral