***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Friday, October 9, 2020 at 9:00 a.m.

 Via Zoom

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Guests** |  |  |  |
| Rebecca Harris | x |  |  |
|  |  |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | x |  |  |
| Alessandro Cesarano | x |  |  |
| Ann Eastman | x |  |  |
| Evan Johnson | x |  |  |
| William Kelvin | x |  |  |
| Dan Maguire | x |  |  |
| Katharine O´Connor | 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 |  |  |
| Lindsay Carr | x |  |  |
| Cindy Enslen | 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 9:05
2. Dani Peterson suggested that each of the full-time faculty take minutes once an academic year to lessen the burden on the department chair. It was informally agreed on, but not voted on.
3. Minutes were approved with minor changes. Dani Peterson moved to approve the minutes with minor changes; Dan Maguire seconded.
4. Reports
	1. Jennifer Summary reported that the Communication Studies professors would be submitting the informative speeches for the oral part of ‘Communicate’. Summary reminded everyone that on PD Friday (October 23rd) there will be a discussion panel dedicated to the general education competency ‘Communicate’. Summary also mentioned that Syllapalooza is still underway for Spring 2021. At the LAC meeting, Fernando Mayoral promoted the Communication Studies PD series currently being developed by our department faculty members. If there are any questions about submitting artifacts to the LAC, do not hesitate to reach out to Jennifer Summary or Team AASPIRE. Fernando Mayoral reminded the department that it is important for both Foreign Languages and Communication Studies to carefully review the CREATIVE competencies and the competencies that were chosen for each syllabus to make sure that our course outcomes match the competencies chosen for our classes.

As a reminder, if your course was chosen by LAC, you should have already been contacted by LAC with information about how to turn in your artifacts. Eleven professors have been contacted from our department.

* 1. Fernando Mayoral reported that the Foreign Language PD is scheduled for Friday, October 30th from 10:00 to 1:00. This PD session will include Spanish, French, and Italian faculty members. One of the topics of the PD session will include is information on the Spanish course assessment and the French course assessment.
	2. Bill Kelvin reported information on FSW’s Compass newspaper. He is in the process of recreating the Compass because most of the students and faculty involved in previous years have left. He is working with Bruno Baltodano. There are two editors-in-chief selected and a managerial team. Students can be paid through work study. This semester the Compass will be producing online content rather than print editions. Bill Kelvin is looking for stories from FSW and from the wider south west Florida.

Bill Kelvin and Fernando Mayoral also reported that they have gone through the Curriculum Committee and its program Curriculog to update the syllabus on a journalism class.

* 1. Katie O’Connor reported on SPC 2608. SPC 2608 has gone through the Quality Matters review process, and it was the first online course certified through the QM process. Katie O’Connor has made some adjustments to the master course which will be reflected next semester. For those who are teaching that course, you can ask for the course to be imported into a Sandbox if you would like to make adjustments to the master course. (For those interested in creating online master courses, there are courses through the TLC to develop online classes.)
1. Dr. Rebecca Harris, co-chair of the QEP steering committee attended the meeting to talk about this year’s QEP. Harris gave an update on what the QEP is doing right now. She mentioned that they are reviewing research and literature related to the transdisciplinary topics such as writing across curriculum, communication across curriculum. There are also four subgroups that are looking into the following areas or projects: 1 – a common general education assessment, 2 – a capstone class or a portfolio project, 3 – a new course or program, 4 – student research or community outreach projects. The QEP committee is in the process of researching these different areas and gaining feedback from faculty to decide what they want to pursue at the next QEP committee meeting. Rebecca Harris asked our department to reflect on the following two questions and give her feedback. The first question she asked was, “What do you think you are already doing in your area to foster transdisciplinary communication at FSW?” The second question was, “If you could do any sort of project in this area what would it be?” There was open discussion on these questions as various professors gave their thoughts and input on this topic.
2. Announcements
	1. Ann Eastman is involved in the FSW’s first subscriber-managed certification for Quality Matters. FSW is hosting their own QM review. She is on the first team reviewing a science course.
	2. Katie O’Connor is looking to change the name of the professional development Communication Studies series being developed in the TLC. If anyone has any good ideas for this PD series, please send your ideas to Katie O’Connor by October 23rd.
	3. Katie Paschall mentioned that one of her students was diagnosed with Covid. Other faculty members mentioned their experiences with students diagnosed with Covid, also. Please be reminded to stay safe and to work with those students affected by Covid.
	4. Dani Peterson mentioned the French study abroad program. There are currently four students, but she is looking for more. Please promote this and other study abroad programs in your courses.
	5. Fernando Mayoral mentioned the Early Alert System in relation to Covid. As soon as you notice that students are not attending or doing their assignments, please send an Early Alert. Mayoral reminded everyone that this is an especially difficult semester for students because they are suffering with unemployment, sickness, and food and/or financial insecurities.
		1. Carol Roark asked if there are resources at FSW for students who are homeless. It was mentioned that Mike Bukowski may have information about those resources.
	6. There is a PD session dedicated to Adaptive Services for students with accommodations. Faculty are encouraged to attend to learn more about what students may need or the accommodations we can provide.
	7. Dr. Brian Page is currently working on the course schedule for Spring 2021. Classes will be based on enrollment and current registration.
	8. Roy Samuelson gave updates on FCA. There will be a free webinar event in October. The next FCA meeting will be at the end of October. For more information about FCA, please see the following link: https://floridacom.org/2020-web-event/
3. Meeting adjourned at 10:30. Jennifer Summary moved to adjourn; Evan Johnson seconded the motion.

Respectfully submitted,

Dani Peterson