***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Friday, November 13, 2020 at 9:00 a.m.

 Via Zoom

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|  | Present | Absent | Excused |
| **Guests** |  |  |  |
| Keith Martin | 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 |  |  |  |
| Cindy Enslen |  |  |  |
| Joyce Puls |  |  |  |
| Carol Roark | x |  |  |
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| --- | --- |
| Norm Toback | x |

 | x |  |  |
| Roy Samuelson |  |  |  |
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1. Chair Fernando Mayoral called the meeting to order at 9:05 am.
2. Katie O’Connor noted her last name was misspelled in the attendance portion of the minutes. This was corrected, and minutes were approved. Alessandro Cesarano moved to approve the minutes; Daniel Maguire seconded. All voted Aye, no Nay votes.
3. Guest Keith Martin, the Director of Academic Advising joins us. Keith Martin introduces himself. He is also a speech teacher, and currently teaching both a cornerstone course and online courses for the first time. He has been at FSW since January 2020. He spent most of his career, though, in academic advising.
	1. Keith Martin speaks about the current campus and student life: All cleaning protocols are in place; students prefer online meetings still.
	2. This year, the academic advising office is really focused at students at risk this year. A key element is the Early Alert system. In the past, there was a committee in charge of the Early Alert system, and Keith Martin has since revived this system.
	3. If we have feedback/recommendations about the Early Alert system, please send Keith Martin an email. He is looking for as much feedback as possible.

Feedback discussion:

* + 1. Chair Fernando Mayoral asks if faculty receive any feedback about the Early Alerts they submit. Keith Martin says, generally, no. There’s often nothing to report as students do not respond to their reach out. However, the office is working on making a change to this and close this gap between Professors, students and advisors.
		2. Norman Toback explains that it’s also useful for the faculty to contact advisors once the student reaches out to the Professor after an Early Alert is sent. Sometimes, students will receive a message from academic advising and rather than respond to the advisor/advising office, they will just contact the Professor directly. Keith Martin agrees that this is useful for “closing the loop”.
		3. Carol Roark notes that she often sends Early Alert very early on in the semester, but she often doesn’t know which advisor is assigned to the student. Therefore, in upcoming changes to the Early Alert system, it would be useful for generated “feedback” from an Early Alert submission to include advisor information.
		4. Daniel Maguire offers helpful information – you can look up student information in Banner, including their advisor.
		5. Keith Martin explains that students currently do not receive a copy of the Early Alert submitted on their behalf. Thus, another change that will be made is that when an Early Alert is submitted, the advisor *as well as* the student will receive the initial notification.
		6. Keith Martin notes another change that is expected; making the Early Alert button even more accessible. For instance, the Early Alert button could be placed right in the Canvas gradebook.
		7. Chair Fernando Mayoral notes that students are sometimes not familiar or aware of the modality of their course (i.e. online, live online, face-to-face). Keith Martin replies that academic advising is working to make this detail very evident to the student.
		8. Keith Martin shares some information about a guided pathways initiative – the idea is to make FSW one of the 12 first pathways in Florida. From an early point in their educational career, the office wants to help students develop a general/broad pathway to follow. The goal is to try to get students on a path early on to help them avoid excessive/unnecessary credits, missing prerequisites, etc. Academic advising might be realigning their business model to accommodate this initiative. One way this may occur is by having advisors assigned to specific specialties (i.e. advisors work with students from specific academic disciplines). This change might take place in Fall 2021.
		9. Norman Toback asks Keith Martin, what is the number one question that students ask? Keith Martin explains, with respect to speech courses, students ask why they have to take a speech course. With respect to foreign language, he finds students often had a less than positive experience in high school, and act hopeful that their foreign language coursework in high school is enough that they can avoid taking a foreign language course in college.
		10. Dani Peterson raises a point that it seems that advisors might be encouraging Spanish courses over French or Italian. It could just be a scheduling issue, however, the French and Italian courses need numbers, so encouraging enrollment in these courses would be helpful.
		11. Katie O’Connor acknowledges Martin and his staff for the high number of Early Alerts that their office fields, and makes a point that it is an important contribution to student success.
1. Reports
	1. Jennifer Summary reports that the LAC committee is looking for scorers this Spring. This semester we are doing *oral communicate.* Volunteers can receive a stipend (amount uncertain). If interested, reach out to Jennifer, Joe or Elijah.
	2. Jennifer Summary reports on Syllapallooza. Chairs and Deans will meet to review the CREATIVE acronym in Jan-March. However, for speech courses, we already have three (communicate, research, and think) and we only need two. Chair Fernando Mayoral points out that it’s good experience to participate in another area of the college, but some more information about assessment and scoring will be forthcoming.
	3. Alessandro Cesarano shares events hosted by the International Education Office for international education week:

Monday 11/16 from 12-1pm – Global Matters Discussion.

Panel includes Dr. Baltodano, Dr. Martin Meraz Garcia, and Dr. Eileen DeLuca.

Wednesday 11/18 from 12-1:30pm – International Research Expo and Capstone Presentations

Panel includes Professor Daniel Marulanda and Dr. Wendy Chase

Thursday 11/19 from 12-2pm – Virtual Study Abroad Fair

(John Pause tells how to find a student’s advisor – a question from earlier in the meeting. He explains that it’s located under the student’s profile.)

* 1. Dani Peterson reports from the curriculum committee: The committee has developed a new canvas course. This is new system for making course changes, proposing a new course, certificate, program, etc. (this would not be on the books until Spring 2022). However, program changes have a new deadline (this means any changes to the syllabi), you can get this on the agenda for the January meeting (must be submitted to the committee by the second week of December to make the January agenda). The new curriculum canvas site open to FSW faculty. It is a self-enrolling course can be accessed here: <https://fsw.instructure.com/enroll/HYR9DF>
1. Announcements
	1. Chair Fernando Mayoral tells us about the spring schedule. Dr. Page is still working on this, but currently the numbers for Spring are lower than we’d like, so faculty should encourage their students to enroll.
	2. Jennifer Summary recently presented “The Politics of Body Language“, and presented at a pre-global summit conference on “Building Bridges through Civic Engagement” and won one of the top three presentation awards.
	3. Jennifer Summary’s abstract was accepted to Negotiation Conflict Management Research and so a publication is likely forthcoming.
	4. Jennifer Summary announces our department got the FEE award, and will be hosting the Battle of the Buccaneers Public Speaking Competition in April. Jennifer Summary is sending a document about the details via email. For now, all faculty should pick out a student that delivers a wonderful informative speech. Some students will coach, some students will compete. Judges and an MC will be needed. There will be prizes and awards. See document for more details.
	5. Chair Fernando Mayoral announces a Call for Proposals for the Third Annual Symposium for Teaching and Learning Center. This is a program FSW has together with FGCU. The topic: Building connections in virtual environments. The symposium takes place on 2/4 and 2/5. The deadline for proposals was 11/6, but has been extended to Friday, November 20th.
	6. Katie O’Connor announces that FCA is going to be virtual in February. A Call for Proposals is forthcoming and she will be sharing the details.
	7. Katie O’Connor announces that the PD sessions for the Communication Series need timeslots selections. Katie is sending options via email. Faculty should select one of the following times:

January slots: 8:45 am, 1 pm, 3:30 pm.

Feb/March: 8:45 am, 10 am, 11:30 am, 3:30 pm.

Katie notes that the 3:30 timeslot often has lower attendance. If faculty have not sent their headshot and/or bio, they should send to Katie asap.

* 1. Dani Peterson updates us that the French Study Abroad program has 8 students enrolled now, but they are aiming for 12, so faculty should keep promoting the program.
1. Meeting adjourned at 9:54 am. Fernando moved to adjourn; Dani Peterson seconded the motion.

Respectfully submitted,

Jamie C. Votraw