

Minutes
 Department of Communication Studies and Foreign Languages
 Fernando Mayoral, Chair
 Friday, January 8, 2021 at 9:00 a.m.
 Via Zoom

	Present	Absent	Excused		Present	Absent	Excused
<u>Guests</u>				<u>Adjunct Faculty</u>			
Dr. Bukowski	x			James Acton	x		
Dr. Teed	x			Vernita Batchelder			
Dr. Page	x			Cindy Enslin	x		
Victor Strasburger	x			Joyce Puls	x		
<u>Faculty</u>				Carol Roark	x		
Fernando Mayoral	x			Norm Toback			
Alessandro Cesarano	x			Roy Samuelson			
Ann Eastman	x			Keith Martin			
Evan Johnson	x			Lindsay Carr			
William Kelvin			x	Bobby MacPhail	x		
Dan Maguire	x			Josh Youakim			
Katharine O'Conner			x	Jennifer Malone Ramos			
Katie Paschall	x			Jack Pause	x		
Dani Peterson	x						
Jennifer Summary	x						
Jamie Votraw	x						

- I. **Call to Order:** Chair Fernando Mayoral called the meeting to order at 9:05 a.m.
- II. **Approval of Minutes:**
 - a. Jennifer Summary noted to remove the comment regarding the January 22 meeting for the Calibration for Communication team, citing a change in the date.
 - b. Dani Peterson moved to approve the minutes; Jennifer Summary seconded.
- III. **Guest, Dr. Deborah Teed**
 - a. Dr. Teed congratulated everyone for becoming e-certified, Zoom trained, and for doing whatever needed to be done during the challenging fall semester.
 - b. She reminded the full-time faculty that forms one and two will soon be due. Form one, she explained, is a report of your activities during the previous semester. Form Two is what she uses to evaluate those activities, and Form Three, due late April, is what the full-time faculty use to describe their plans for next year. She mentioned that some of our newer faculty will be completing the portfolio function.
 - c. Dr. Teed noted that we're not sure how the vaccination process will unfold; consequently, we're not sure how classes will be offered over the summer and fall semesters. We will still have the various modalities for summer and fall, but we also must consider what students want and need. We will work to balance our schedule so that we do have face-to-face

offerings. She explained that it's been tough at the Collier Campus because we did not have critical mass there to allow for a coherent, full face-to-face schedule; consequently, Katie Paschall had lower enrollments.

- d. Dr. Teed noted that Dr. Page will soon be sending out notifications about summer and fall. We still have the different modalities available, although not everything worked for everybody last semester. Not everybody loved Zoom live online. We assume that things are going to work out better for Spring. Keep thinking what's going to work best for you in the upcoming two semesters.
- e. Finally, citing the rock opera "Tommy" by The Who, Dr. Teed said: "I've got a feeling twenty-one is going to be a good year."

IV. Guest, Dr. Brian Page

- a. Dr. Page welcomed everyone back and noted that that he'll soon be emailing confirmations for the summer schedules. He advised everyone to check for errors or issues with their schedules.
- b. Dr. Page reminded everyone that this year is still difficult for students and that success rates in some classes were down during the previous semester.

V. Guest, Dr. Mark Bukowski

- a. Dr. Bukowski noted that all the COVID protocols we observed in the fall semester would continue during the spring semester, and probably for the summer semester.
- b. He explained how the FSW COVID Case Management Team operates once it receives a report that a student has tested positive or has been in contact with someone who was positive. He said FSW follows CDC guidelines.
- c. Dr. Bukowski noted that students are not required to be tested. However, they must wear masks covering the nose and the mouth at all times when on campus. Faculty must remind students to keep their faces completely covered.
- d. Dr. Bukowski noted that FSW's website provides up-to-date information on COVID-19 campus impact cases. The purpose is to confirm cases and dispel rumors.
 - i. Fernando Mayoral asked where students can obtain a mask if needed. Dr. Bukowski replied that students on Lee campus may come to Student Services in the S building. On other campuses they may obtain a mask at Student Affairs, Student Engagement, Admissions or Registration. Dr. Bukowski mentioned that faculty who want masks to have on hand may contact him.
 - ii. Jim Acton mentioned that one of his students in quarantine was returning to campus on January 15. He asked if he must get the okay from her FSW COVID case manager before returning. Dr. Bukowski replied, yes, she must get the okay from her case manager that she is cleared to return to campus.

VI. Guest, Victor Strashburger-Oral Communication Center (OCC)

- a. Victor reported that the OCC in O-205 is continuing to offer virtual tutoring via Zoom, and students are receiving the same quality of tutoring as face-to-face. Among other services, the OCC helps students brainstorm topics, prepare outlines with correct APA formatting, include oral citations into speeches, design slide presentations, and deliver speeches. The OCC will also help online students upload speeches using Kaltura. Victor said he follows the instructors' guidelines. He informed us how students can register for a Zoom session, and how those students without the necessary equipment at home may use a computer on campus. He said he would send an email to everyone with OCC information.
 - i. Fernando asked Victor if the OCC keeps track of where, which campus, the students who are requesting help are coming from. He mentioned that in the past, only students from Lee Campus had easy access to the OCC. Victor replied that they haven't been tracking students, but with virtual tutoring, the OCC considers FSW one big campus.

VII. REPORTS

- a. Jennifer Summary reported on the Battle of the Buccaneers, the Communication Department's public speaking competition. This one-day event is scheduled for the 1st or 2nd week in April in the Rush Auditorium, with a limited capacity of 80 people. Three student speakers, assisted by three student coaches, will compete. There will be three judges as well as audience voting, similar to American Idol or the Voice. There will be food and door prizes for those who attend. The winner will receive an Amazon gift card and a plaque.
 - i. Jennifer solicited volunteers to help with the competition. She said she would send an email to set up an ad hoc committee and meeting for those who are interested and would have more information at our next department meeting. She mentioned that this is a good opportunity to add an activity to your portfolio.
 - ii. Katie Paschall asked if this event might take place via Zoom, considering COVID. Jennifer replied that, at least for now, it is intended to be a live event in the Rush Auditorium with a limited capacity of 80 people.
- b. Jennifer Summary noted the need for more scorers on the Calibration Committee and to email her if interested. Scorers will receive a stipend, she mentioned.
- c. Fernando reported on Syllapalooza. Deans and chairs will meet in January, February and March to review syllabi, making sure outcomes align with expectations.
 - i. Fernando noted that the recently reworded 2608 syllabus is okay.
 - ii. Fernando reiterated the plan to change the prerequisite for the 1017 syllabus, which currently reads, ENC 1101 with a "C" or better to a "D" or better.
 - iii. Ann Eastman noted that the 1017 syllabus incorrectly states that students may enroll in the Business Emphasis of this course, 1017, also listed in the course catalogue, when in fact there is no Business Emphasis offered.
- d. Fernando reminded everyone of the March 1 Compliance Training deadline, which is part of FSW's accreditation process.

VIII. Adjournment

- a. The meeting adjourned at 10 a.m. Dani Peterson moved to adjourn; Ann Eastman seconded the motion.

Respectfully submitted,

James J. Acton

