

Minutes
 Department of Communication Studies and Foreign Languages
 Fernando Mayoral, Chair
 Friday, March 12, 2021 at 9:00 a.m.
 Via Zoom

	Present	Absent	Excused		Present	Absent	Excused
<u>Guests</u>				<u>Adjunct Faculty</u>			
Lauren Porter	x			Bobby MacPhail	x		
				Carol Roark	x		
				Norm Toback	x		
				Joyce Puls	x		
<u>Faculty</u>							
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						

I. Call to Order:

Chair Fernando Mayoral called the meeting to order at 9:03 a.m.

II. Approval of Minutes:

Fernando Mayoral shared the minutes.

Dani Peterson moved to approve the minutes; Alessandro Cesarano seconded.

The amended minutes were accepted.

III. Guest Lauren Porter discussed FSW Financial Aid.

- a. A senior Financial Aid staff member on Lee Campus. She shared a PowerPoint about Financial Aid.
- b. Free Application for Federal Student Aid (FAFSA) application opened October 1. Must be completed annually. Students should complete annually even if they think they are not eligible for financial aid, for example they need this to receive a scholarship. FAFSA is free—students

should do not have to someone to prepare it. There is an IRS Data Retrieval Tool allowing students to import tax data.

- c. They are currently using prior year [2 years ago, 2019 taxes].
- d. There are, and usually are, two FAFSAs open. They should be mindful of which FAFSA they are completing. Summer should be 2021, Fall should be 2021-2022. She recommends they complete both.
- e. Complete online Fafsa.ed.gov or on FAFSA student aid app.
- f. Takes 24 hours at federal level, 1-2 weeks at FSW level. If students complete it one day before semester starts, they will be running late.
- g. Funds are accepted automatically if they do not require repayment [eg scholarships, grants]. Loans must be accepted manually by students, FSW cannot accept it on their behalf.
- h. Everything takes time—corrections on the FAFSA can add two weeks to processing time. If students are not diligent they may be too late to get courses they want. So, they should start earlier rather than later. They should also check with financial aid department to make sure their affairs are in order. They should check their student email accounts very frequently in case there are issues. The department will email them if there are complications with their application. They will be notified to fix the issue.
- i. Classes drop every night at midnight.
- j. Attendance must be verified before financial aid is released. If we [the instructors] do not verify attendance it delays payment for students (on books, adding classes, etc.). They would like it updated a couple times during the term.
- k. What instructors can do: If students have concerns with financial aid, send them to the financial aid office. Verify attendance. Encourage students to complete FAFSA and check student email accounts.
- l. www.fsw.edu/financialaid/faq has answers. We can contact Lauren directory at ex. 11309 or lauren.porter@fsw.edu if they need help finding the right contact.
- m. The closer we get to the add/drop deadline, the longer it will take them to process applications / deal with issues.
- n. Dani Peterson said students will choose to take an F rather than withdraw from a class due to financial aid. Lauren said this is situational—any combination of all Fs and Ws may result in financial aid being asked for return. Lauren said there is no difference from her perspective. She recommends they reach out to financial aid if they are not sure. Ws can affect SAP (Satisfactory Academic Progress) [they must have a 2.0 GPA] to continue receiving financial aid.
- o. If they attend past 60% mark they do not ask for funds back.
- p. Fernando Mayoral asked about non-students receiving financial aid. DACA students are ineligible, but permanent residents can be eligible. If they are classified as dealing with VAWA (violence against women) they can be eligible. If they only have working eligibility, they may not be eligible.

IV. Action item: SPC1017 Fundamentals of Speech Learning Outcomes, c/o Dr. Jennifer Summary.

- a. Summary motioned to discuss the learning outcomes. Dr. Ann Eastman seconded.
- b. Mary Myers suggested we reconsider our learning outcomes because during the last curriculum committee meeting the things we said we taught did not align with our learning outcomes, in her opinion.
- c. Changes made this semester (documents submitted before April 3 curriculum committee meeting) will not take effect until Spring 2022.
- d. Katharine O'Connor said we need to hurry, then. And that we will have to talk to eLearning, but expressed confidence that we can do it.
- e. Ann Eastman suggested we review SPC 2608 course learning outcomes (CLOs) over time as well.
- f. Katie Paschall said the discussion about differences between 1017 and 2608 are long-running and that some instructors teach 1017 like 2608.

- g. Evan Johnson said part of the problem is the naming of the courses. Fundamentals of speech sounds like a public speaking course.
- h. Dan Maguire asked if we are limited by the state's naming conventions.
- i. Jamie Votraw noted that FGCU calls 1017 Fundamentals of Communication.
- j. Ann said that if we take "speech" out of the title students may not realize it transfers as a speech requirement, or other schools may not take it as an appropriate transfer.
- k. Dan Maguire said most schools do indeed recognize it.
- l. Jennifer suggested we make an ad hoc committee to revise the 1017 CLOs.
 - i. Ann volunteered due to her recent experience in course design. She suggested we will need people to respond immediately once the revised CLOs are suggested.
 - ii. Jennifer is too busy for this task at this time.
 - 1. However, Jennifer will serve in an advisory position to help Ann coordinate.
 - iii. Dan Maguire, Jamie Votraw, and Bill Kelvin volunteered.
 - iv. Ann will coordinate the committee.
- m. Dani said March 26 is a good target deadline to submit documents for the April 3 curriculum committee meeting.

V. Jennifer summary on Battle of the Buccaneers:

- a. We have four finalists ready to speak.
- b. The cash prizes are set.

VI. New SPC faculty position starts in Fall of 2021.

- a. Dr. Teed asked Jennifer to chair the search committee.
 - i. Committee will include Dani Peterson and Leslie Bartley professor of Psychology on Collier Campus.
- b. Job posting closes on 3/21/21 [it's on FSW web site and NCA's Comm Notes].
 - i. Initial contacts have been made.
- c. Then phone/Zoom interviews will take place.

VII. Learning Assessment Committee / Syllapalooza

- a. FSW employees will be reviewing our videos, other things.

VIII. Committee Membership – Jennifer created a document showing who is on which standing committee, and which are currently unstaffed.

- a. The committees are divided into two groups—some are standing committees mentioned in our contract.
- b. We need a replacement on GEAC committee because Katie P. is retiring.
 - i. Katie P. explained the importance of the GEAC committee—this is where other departments announce cuts to their requirements (e.g, SPC classes). Also important for SACS approval.
- c. Alessandro Cesarano added that he is on the Global Distinction Ad Hoc committee.
- d. Dani Peterson said Curriculum Committee can only have so many voting members from each school.
 - i. Dan Maguire volunteered for Curriculum Committee.
 - ii. Dan is also willing to be on GEAC if needed.
- e. Bill Kelvin volunteered for Academic Standards Committee.
- f. Jamie Votraw had already reached out to Academic Technology.
 - i. She also volunteered for GEAC.
- g. Evan Johnson is interested in the One Book One College Committee.
 - i. He is not sure about the others, but is interested in Curriculum Committee.
- h. Fernando said the standing committees are "encouraged" not "required" in our contracts.

- IX. Foreign Languages P.D. event:** Fernando Mayoral encouraged SPC professors to attend.
- a. Dan Maguire asked if there would be food; when Fernando Mayoral confirmed, Dan said he would attend.
- X. Alessandro led a field trip** – tour of historic downtown in Venice.
- a. They got gelato and practiced speaking Italian with the Italian owner.
 - b. Will be meeting students at A Touch of Italy—bakery/deli in Fort Myers near FSW.
- XI. Form III is due at the end of March**
- a. We should work on it over spring break.
- XII. Communication Connections Series—final round is Friday March 26.**
- a. Katie O. went over the schedule for that.
 - b. Alessandro—Importance of Intercultural Communication. [1pm]
 - c. Bill—Oral citations. [3:30pm]
- XIII. Florida Communication Association conference**
- a. Katie O. was awarded Teacher of the Year and became Educational Liaison.
 - b. Jennifer was made the communication liaison to connect with other schools.
 - c. Roy brought students to present papers, Katie O. and Jennifer were judges.
 - d. There will be an event in October, students and instructors can present their research there.
 - i. Posters, papers, etc.
 - ii. Does not have to be speech communication; it is interdisciplinary.
 - e. Katie O. Professional development was available for conference registration *and* FCA membership.
- XIV. Dani's Study Abroad trip to France is officially canceled.**
- a. France has cancelled Study Abroad trips lasting less than 90 days.
 - b. She had a full roster of 12 students and had 3 on the waiting list; she remains optimistic for future trips.
- XV. Adjournment**
- a. The meeting adjourned at 10:20 a.m. Dani Peterson moved to adjourn; Alessandro Cesarano seconded the motion.

Respectfully submitted,

William “Bill” Kelvin