***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Friday, April 9th, 2021 at 9:00 a.m.

 Via Zoom

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|  | Present | Absent | Excused |
| **Guests** |  |  |  |
| Adam Davis | x |  |  |
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| **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** |  |  |  |
| Bobby MacPhail | x |  |  |
| Carol Roark | x |  |  |
| Norm Toback | x |  |  |
| Joyce Puls | x |  |  |
| Jim Acton | x |  |  |
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| Marisol Hernandez Soto | x |

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1. **Call to Order:**
	1. Chair Fernando Mayoral called the meeting to order at 9:04 a.m.
2. **Approval of Minutes:**
	1. Chair Fernando Mayoral reviews March minutes
	2. Bill hopes he didn’t misspell any names
	3. Katharine O’Connor’s name is misspelled!
		1. Motion she respell name (Dan)
			1. Seconded (Evan)
			2. Motion dropped
		2. Professor O’Connor said she could be known as “Katie” hereafter
	4. Motion to accept minutes (Dani)
	5. 2nd (Dan)
	6. Motion to approve on voiced vote: amended March minutes approved
3. **New Business:**
4. **Adam Davis, Assoc. Dir. of Aux. Services** presents on affordable textbook “Access Program”
	1. Mr. Davis discussed the purview of his position and auxiliary services
		1. Discussed textbook industry
		2. Will work with Follett to negotiate lower textbook prices with publishers
	2. All adoptions will be digital if Access Plan is approved in the department
		1. Loose leaf options could still be purchased in bookstore
		2. But all students would have digital textbook
		3. School of Business has had great success with this program
	3. Dani discusses challenges of using digital books in a foreign language class
		1. Adam said she can stay with the textbook Dani uses now, hard copy
	4. Jamie asks if opting out of Access is complicated for professors and students
		1. Adam said it is not
	5. Dani asks about dual enrollment, and if this program will alleviate textbook acquisition difficulties
		1. Adam said it depends on if the High School is enrolled in the Access Program, but most High Schools have “opted in”
	6. Katie O discussed emailing high school coordinators directly
		1. Adam requested to CC him on emails for dual enrollment students who claim no access or delayed access to textbooks
	7. Katie O and Fernando: Speech Comm faculty will have to meet and decide soon if SPC will use the Access Program
	8. Adam: physical textbooks will still be available in the “supply chain”
	9. Dan: Will students be able to download and keep the textbook after the semester ends?
		1. Adam: It will depend on the publisher.
		2. Book typically goes away after the semester b/c it is technically a digital “rental” and not “purchased”
	10. Dan: Will it be part of tuition or a fee?
		1. Adam: A fee.
	11. Bill: Will there be tech support help with the digital book?
		1. Adam: Yes, I am the first line of support with Access, and then there is tech support beyond that for referral.
	12. Jamie: can students highlight and annotate the ebook?
		1. Adam: not sure—depends on book/publisher
	13. Norman: can the ebook be printed
		1. Adam: depends on publisher and copyright
	14. Norman: when could this be implemented
		1. Adam: For fall, if a decision made by April 30th.
	15. Fernando: Speech Comm faculty could discuss at April 23rd meeting (set to discuss rubrics, learning outcomes, etc.)
	16. Adam will get textbook to FT faculty for review ASAP.
5. **Departmental Meetings**
	1. Bill: In the future will we still be able to attend Monthly Dept Meetings via Zoom?
		1. Dan: I’d like that option, being at a satellite campus. 1.5 hour drive each way to dept meetings.
		2. Alessandro: I, too, live far away, and the option of attending via Zoom is convenient.
		3. Dan: is this a change in policy, or a continuation of an existing policy with new software
			1. Fernando: It is a continuation of a policy.
		4. Bill: Under the old policy, was remote attendance an option for satellite campuses only, or for Lee faculty, too?
			1. Fernando: just satellite campuses in the past
			2. Bill: It would be nice for Lee faculty, too, in the fall.
		5. Katie P: Zoom is convenient, but there are some things you want to meet in person for—i.e. changing learning objectives, rubrics, etc.
		6. Dani: Zoom is good, but personal connections are necessary, and mingling before meetings and lingering afterward is where lots of connections happen.
		7. Evan: Maybe have 1st meeting of each semester in person and allow anyone to attend via Zoom for subsequent meetings.
		8. Dan: In-person convocation was very helpful as new faculty.
		9. Fernando: In-person “convocation” and meeting during Duty Days is a great way to start the semester.
		10. Katie O: Cannot get the vaccine right now, so wants Zoom option left open; TLC will be doing hybrid meetings in Fall.
		11. Jamie (chat): wants to keep the hybrid option for meetings on the table
		12. Fernando: will discuss hybrid meeting options with the Dean—we have this modality for teaching and should be able to use it for our meetings
6. **Reports**
	1. **Battle of the Buccaneers** (Jennifer)
		1. About 20 people attended in-person
			1. 60 online
		2. Event was a success
		3. Let’s keep it going in the future!
	2. **Speech Rubrics** (Jennifer)
		1. SPC faculty will meet on April 23rd
		2. Come with suggestions to tweak rubric
		3. Come with thoughts on Access Program for digital textbooks
	3. **Learning Assessment Committee** (Jennifer)
		1. Scoring is done for Eval, Oral Comm, etc.
		2. Meeting May 3rd on Zoom
			1. 11am -12:30pm
			2. Open to all
			3. Discuss gen ed process for the year
	4. **Curriculum Committee** (Dani)
		1. Dates for learning outcomes . . .
			1. Not a “course change”
			2. Should be presented 1st Mtg of next academic year
				1. That meeting is on Sept 3rd
				2. Submit new learning outcomes for Agenda 3-4 weeks before Sept 3rd meeting

Submit by August 1st

August 6th at the latest

1. **Announcements**
	1. Dr. Katie Paschall: it is bittersweet to retire, but nice to know I’m leaving the dept in good hands.
		1. You can come back and Adjunct (Katie O)
			1. Maybe eventually
		2. New hire needs to know Collier is a great place/campus
			1. but it is expensive, and it can be a drive in-season if they aren’t careful with where they choose to live
	2. Katie O: congrats on the arrival of your healthy baby boy!
	3. Summer syllabi due:
	4. Fall syllabi: turn in a week before class
	5. Fall 1st working day: 8/16/21
	6. Fall 1st class day: 8/23/21
	7. April Birthdays:
	8. Job search committee update (Jennifer)
		1. Zoom interviews start R 4/22/21
	9. Join the union: will be renegotiating salary (Jennifer)
	10. Do we have committee coverage? (Bill)
		1. We do.
2. **Adjourn**:
	1. Fernando: Katie P, will you do the honors?
	2. Katie P: I motion to adjourn the meeting
	3. Jennifer 2nd motion
	4. Motion to adjourn approved