***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Friday, November 12, 2021 at 10 a.m. Via Zoom

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|  | Present | Absent | Excused |
| **Guests** |  |  |  |
| Elizabeth Yovanovich | X |  |  |
| Angie Snyder | X |  |  |
| Jacob McAbee | X |  |  |
| Christy Gilfert | X |  |  |
| **Faculty** |  |  |  |
| Fernando Mayoral | X |  |  |
| Alessandro Cesarano | X |  |  |
| Ann Eastman | X |  |  |
| Evan Johnson | X |  |  |
| William Kelvin | X |  |  |
| Katharine O´Connor | 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 |  |
| |  |  | | --- | --- | | Marisol Hernandez Soto | X | |  | X |  |
| Cindy Enslen | X |  |  |
| Phil Bickel |  | X |  |
| Roy Samuelson |  | X |  |
| Lindsay Carr |  | X |  |
| John Pause |  | X |  |
| Ruth Miller |  | X |  |
| Rebecca Fahrner |  | X |  |
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1. **Call to Order:**
   1. Chair Fernando Mayoral called the meeting to order at 10:01 a.m.
2. **Guests from the Student Affairs Office**
   1. To accommodate for our guest’s time, we started with agenda item IV.
   2. Dr. Michelle Yovanovich gave an overview of the student affairs office by introducing herself and giving some information about her experience with both FSW and other institutions. She gave a summary of the philosophy of the student affairs office. She then continued by describing the different areas of student affairs, including enrollment services, student success, and athletics. Yovanovich continued by outlining how student affairs continues to adapt to students’ needs and the changes brought about by Covid. Some of the bigger projects that student affairs is working on include the following: guided pathways, enhancing mental health services, enhancing the student conduct process, and continuing to gather information about student demographics and needs.
   3. Christy Gilfert then gave a presentation about the process that a first time student, a re-admit student, or a transfer student undergoes when enrolling at FSW. This fall there will be a new enrollment checklist for students which will help staff direct students to exactly what they need and where they are in the enrollment process.
   4. Gilfert continued by talking about the 10 pathways.
      1. There are 10 pathways.
      2. There are also 20 program maps which is a two-year plan to get student through the requirements of an AA or an AS degree. These program maps are informed by the general education requirements, the AA or AS degree requirements, the college requirements, and the classes that are needed for entrance into a 4-year institution.
      3. Gilfert stated that though the oral communication requirements will soon be changing, everything the student affairs office has head is that the institution wants to keep these classes in the program maps as long as it is feasible for the student.
      4. Questions were asked about how our department could get involved with either encouraging the students to enroll in SPC 1017 or SPC 2608. The following are some of Gilfert’s suggestions. Faculty from our department could attend the monthly student affairs training so that the staff has a better idea what happens in the classes. Short videos could be created by our faculty to introduce those classes to students during registration. SPC 1017 or SPC 2608 might be used as a “light my fire” course during the first semester to garner excitement about these communication courses within students.
   5. Jacob McAbbee gave an overview of student conduct and academic integrity. He explained that he is a go-between between students and the departments in cases of suspected academic misconduct. He included this link to a form from reporting academic misconduct: <https://cm.maxient.com/reportingform.php?FLSouthWestern&layout_id=4>

As far as the process of academic misconduct, McAbbee suggests that faculty first speak with the student to let the student know that the faculty will be filling out the form and proceeding with the process of reporting the student. Once the form is filled out, a letter will go out to the student, and a communication will also be sent to the professor.

* + 1. McAbbee continues to be communication with deans and chairs to develop protocol for the processes of dealing with academic misconduct.
    2. McAbbee would like to offer a workshop series with the TLC to discuss academic integrity.
    3. McAbbee pointed out that the investigation of the academic misconduct does not come from his office, it is actually the professor that does the investigation.
  1. Angie Snyder gave an overview of BucsCARE. BucsCARE is trying to take care of those students who are adult learner, to students with mental health questions and concerns, and to those students who have come out of foster care. They will soon be integrating a telehealth option for students help through individual therapy and group therapy. There are several groups on campus: adult learn groups, understanding your mental health group, and former foster youth groups. These groups can be found on the student engagement calendar. There is a BucsCARE form where a professor can go to get more information about how to help students or to report a student of concern. Here is a link to the form: [www.fsw.edu/bucscare/report](http://www.fsw.edu/bucscare/report)
  2. Snyder encourages professors to use this form all semester. This is not punitive for students. (But, if there is an emergency or an immediate risk of harm, call FSW Public Safety or 911.) Putting in a BucsCARE form is a way to document actions that you took with a student. When in doubt, put in a BucsCARE report so that the student can be “on the radar”.

1. **Approval of the Minutes**
   1. Dani Peterson made the motion to approve the October minutes.
   2. Alessandro Cesarano seconded the motion.
   3. The motion passed. The October minutes where approved.
2. **Reports**
   1. Bill Kelvin reported on The Compass. The goal is to release a printed edition by the end of the semester.
   2. Alessandro Cesarano reported on the Italian program. There will be an Italian Festival on Wednesday, November 17 outside the J building from 12:00 to 3:00. There will also be an Italian movie screening on Monday, November 22. Cesarano also presented at Florida Foreign Language Association Conference in Jacksonville.
   3. Jennifer Summary reported on the Battle of the Buccaneers. She applied for funding and received a little more than last year. Summary encourages Communications faculty to begin recruiting students to compete. There will be cash prizes for the winners and a fan favorite. Summary is looking for volunteers for emcees and judges at this event.
   4. Summary also reported on the development of a writing certificate. Dr. Amy Trogan (English department) is developing a writing certificate and for this certificate a communication studies course would be required.
   5. Summary reported on the faculty searches. Both of those searches (at Collier and at Hendry-Glades) have been canceled. Summary mentioned about Dean Teed was concerned about filling the academic load for two full-time positions, and Teed wants to make sure that the current faculty have full course loads.
      1. Mayoral encouraged all faculty to be advocating for these courses by connecting with other departments, disciplines, and offices at FSW.
   6. Fernando Mayoral reported on the Learning Assessment Committee. The two general education competencies that are being assessed this academic year are “Evaluate” and “Investigate”. They are collecting artifacts now. There will be calibration sessions in December for scoring those artifacts. If you are interested in scoring student artifacts, please reach out to either Jennifer Summary, Fernando Mayoral, Dani Peterson, or Elijah Pritchett.
3. **Announcements**
   1. FSW Theater Department November 12-13 and November 18-20. The presentation is “Silent Sky” by Lauren Gunderson
   2. There is a Research Exposition on November 15 and 16. Dr. DeLuca is giving a presentation and Fernando has a poster at the Research Expo.
   3. The music department will have Music Performances on November 16 and December 2
   4. The next departmental meeting is December 10, 2021.
   5. Evan Johnson, Alessandro Cesarano, and Jennifer Summary all applied for the QEP course development and their proposals were all accepted.
   6. Katie O´Connor held a study abroad recruiting event that was successful. Both Katie O’Connor and Dani Peterson are still recruiting students for their study abroad programs during the summer 2022 semester.
4. **Adjourn**
   1. Motion to end meeting—Evan Johnson
   2. Alessandro Cesarano 2nd motion
   3. Motion to adjourn approved

Minutes submitted by Dani Peterson