***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** |  |  |  |
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| **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 |  |  |
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| 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:** Chair Fernando Mayoral called the meeting to order at 10:00 a.m.
2. **Approval of the Minutes**
	1. Eastman made the motion to approve the November minutes.
	2. Summary seconded the motion.
	3. The motion passed and the November minutes where approved.
3. **Reports**
	1. Summary reported on *Learning Assessment*.
		* 1. The committee did calibration for two areas: Investigate and Evaluate.
			2. They looked at artifacts and assignments of targeted courses.
			3. They scored them based on the FSW Gen Ed rubric.
			4. Contact Team Aspire and/or Dr. Pritchett if interested in providing samples.
	2. Alessandro Cesarano gave a term summary for the *Italian Program*.
		* 1. They had a meet and greet in September.
			2. They had a Morning Coffee on Zoom in October.
			3. They had a table with activities and games that promoted study abroad during International Education Week in November.
			4. In December they had a live meeting with food and materials.
4. **Information Items**
	1. Be sure and contact your classes before the semester begins.
		* 1. You can send a group email in the portal under Faculty Academics/class summary/section/then check all students.
			2. You can email through portal email using the course CRN @bucs.fsw.edu
	2. Mayoral mentioned two items for our syllabi.
		* 1. Be sure to describe consequences for plagiarism very specifically so that the students understand and so that they can be upheld in arbitration.
			2. Be sure to update dates such as withdrawal and exam dates.
	3. Our Communication Studies meeting dates for Spring 2022 are, January 14th, February 11th, March 11th and April 8th.
5. **Announcements**
	1. Mayoral asked that we please volunteer for the Ask Me tables on January 5th from 9 to 2 and January 6th from 9 to 2.
	2. Summary advised that we
		* 1. Be on the lookout for students to compete in the Battle of the Buccaneers in April.
			2. Should attend our TLC training on February 25th at 1:00
			3. Join the Union**.**
	3. Becky Fahrner did a poll of students to find that they wanted a Public Speaking workshop.
		* 1. A workshop will be held on March 2nd at 11:00 a.m.
			2. Our department can join the workshop**.**
	4. A print edition of the Compass is out!
6. **Adjourn**
	1. Peterson made a motion to end meeting.
	2. Johnson seconded the motion.
	3. Motion to adjourn approved.

Minutes Respectfully submitted by Ann Eastman, Ed.D.