***Minutes***

Department of Communication Studies and Foreign Languages

Fernando Mayoral, Chair

Friday, January 14, 2022, at 10 a.m., via Zoom

1. **Call to Order**

Chair Fernando Mayoral called the meeting to order at 10:00 a.m.

1. **Approval of the Minutes**
	1. Dani Peterson made the motion to approve the December minutes.
	2. Norm Toback seconded the motion.
	3. The motion passed and the December minutes were approved.
2. **Reports**
	1. Jennifer Summary reported on the *Battle of the Buccaneers*.
		* 1. Question: is it better to have this event on April 6th or April 13th? April 6th seems to be a better date.
			2. The process: March 11th is the deadline to receive the videos of the speeches and to review the rubrics and the instructions.
			3. Jennifer pointed out that Dr. Teed suggested to include Intercultural communication not only in the “Diversity and International designations”, but also in general education.
			4. She also reminded that there will be a Communication Studies Division Assessment Day on Friday, February 25, from 1:00pm - 3:00pm on Zoom, to review and discuss the common assessment.
	2. Alessandro Cesarano gave a quick update about *the* *Italian Program* and *the Italian Club*

* + - 1. They had a “meet and greet” event with Italian cookies and coffee at the Student Involvement Fair (in person), on January 13th, from 11 am to 1 pm, on Lee Campus.
			2. They will also have another “meet and greet event” at the Virtual Involvement Fair, on January 18th, at 11:30 am, on Zoom.
	1. Bill Kevin provided a quick update about *the Compass*
		+ 1. They had a “meet and greet” event at the Student Involvement Fair (in person), on January 13th, from 11 am to 1 pm, on Lee Campus with a table, with printed edition copies, business cards, and games such as “spin the wheel”.
	2. Fernando Mayoral gave a quick update about *the Learning Assessment Committee*
		+ 1. If you want to know more about the ASPIRE team and learn more about the committee work, you can attend these two professional development opportunities: March 25th, at 9am: on the Think area,

and March 25th, at 10am: on Investigate area.

* + - 1. You can also contact Dani Peterson and/or Jennifer Summary if interested, since they are both members of the *Learning Assessment Committee*.
1. **Announcements**
	1. Happy Birthday to Juniace Etienne, Cindy Enslen, Jamie Votraw.
	2. Fernando Mayoral reminded the dates for Athletic Engagements so we can support our teams. There are two options: Athletic Engagement: Sat. Mar 19th 7:00 pm Softball or Sat. April 23rd 1:00 pm Baseball. April 23rd, at 1pm, seems to be the best date for the department.
	3. Fernando also reminded the professional development opportunity from the TLC. “Flex! The Future of FSW”, on January 28th, from 9:00 am to 11:00 am.
	4. Fernando also reminded the paperwork for the evaluation forms. Fernando sent an email to clarify the schedule and the due dates for the paperwork.
	5. Katie O’Connor wanted to remind the founding opportunities via professional development committee. She shared the form in the Zoom chat titled: “PD ancillary Funds”
	6. Evan Johnson pointed out that it would be beneficial for MMC1000, “Survey of Mass Communication”, to get a Gen Ed designation, just like Intercultural Communication. Dani clarified the procedure via curriculum committee: department consensus, course change proposal, etc. It’s a whole academic year process. Ann Estaman suggested to check with the State Course Numbering System to find a course with a similar name and to check with Dr Page.
	7. Fernando reminded the department Study Abroad programs:
		* 1. Katie O’Connor “Introduction to Intercultural Communication”, in Italy, at the Istituto Lorenzo de’ Medici (LdM), Florence
			2. Dani Peterson “French I or II” in France, in a two-week exploration of Paris, Caen, Lyon and Versailles.

Fernando reminded to make sure the students going abroad can also work on their language proficiency. Alessandro suggested that it might be helpful to create a new “practical” course, such as “Italian for Travelers” or “Spanish for Travelers”.

* 1. Fernando made a reference to an important document he had previously shared via email, a document with the academic procedures on incomplete grades, change of grades, final grades, etc. that may answer some questions about what to do in college related situations.
	2. Bill Kevin commented on the change of grade procedure. Carol Roark reported on her experience dealing with this paperwork with incomplete. Katie also reported on her experience dealing with this paperwork. Ann Estaman also commented on her experience. She suggested to use only written communication with students in case of an incomplete grade. Record, contract with the students, etc. Fernando also commented on his experience. It is better to have the paperwork trail.
	3. Rebecca Fahrner: Bill, Jennifer Summary, and Becky will have a workshop on public Speaking. It will be interactive. March 2nd, at 11 am, on Zoom. Check the FSW calendar. It will be an extra-credit for the students.
1. **Adjourn**
	1. Evan Johnson made a motion to end meeting.
	2. Dani Peterson seconded the motion.
	3. Motion to adjourn approved.

Minutes respectfully submitted by Alessandro Cesarano.