

Minutes
 Department of Communication Studies and Foreign Languages
 Fernando Mayoral, Chair
 Friday, April 14th, 2023, at 10:00 a.m.
 Via Zoom

	Present	Absent	Excused		Present	Absent	Excused
				<u>Adjunct Faculty</u>			
<u>Faculty</u>				Bobby MacPhail			
Fernando Mayoral	x			Carol Roark	x		
Alessandro Cesarano	x			Norm Toback			
Ann Eastman	x			Jim Acton	x		
Evan Johnson	x			Ladan Jalinousi	x		
William Kelvin	x			Marisol Hernandez-Soto	x		
Katharine O'Connor	x			Myra Walters	x		
Dani Peterson	x			Phil Bickel	x		
Jennifer Summary	x			<u>Guests</u>			
Jamie Votraw		x		Heather Olson	x		

- I. Call to order
 - a. Mayoral calls the meeting to order at 10:02 am.
- II. Approval of minutes
 - a. Peterson makes a motion to approve the minutes from February.
 - b. Cesarano seconds the motion.
 - c. February minutes are approved.
- III. Special Guest: Dr. Heather Olson, Director, Online Teaching and Learning Experience
 - a. Olson was invited to speak about ChatGPT.
 - b. She first explains some of the history of how it was developed and came to be in its current form.
 - c. Olson leads the faculty in a discussion about how professors have already seen it in class.
 - d. Olson mentions some ways to curb students from using these tools. She recommends having a discussion with students about the Honor Code. She mentions the Academic Standards Committee is currently drafting a policy. She

mentions that having discussions with students about it and expectations towards it are important.

- e. Olson encourages faculty to have conversations with students about it, to play around with the technology themselves, and to remind students that it is a tool (how well the tool is used depends on the user).
- f. Olson reminds faculty that there are ways to spot the use of AI. (Knowing the students and their work to be able to spot the difference in voice, looking at background formatting for differences, and looking into sources are some great ways to spot it.) She also mentions the importance of scaffolding assignments.
- g. For any questions about AI and on-going training, please contact Dr. Olson.

IV. Reports

- a. SPC 2608 Update: Dr. Katie O'Connor
 - i. O'Connor is waiting for feedback from reviewers. O'Connor may be adding more content or tweaking it. O'Connor plans for the course to be QM certified. The Canvas shell is nearly ready to go, the process is waiting reviews and on the textbook.
 - ii. Summary has reviewed the book. There are a few minor comments that align with the assessment rubric. Summary says the team did a great job putting the book together.
 - iii. Mayoral mentions that some professors prepare their fall syllabus before leaving for the summer, so as soon as everything is done, it should be distributed to faculty. (Although, the use of Simple Syllabus for the fall may impact the timing of everything.)
- b. Learning Assessment Committee: Dr. Bill Kelvin
 - i. Kelvin reports that the Learning Assessment Committee is wrapping up the "Visualize" and "Engagement" assessments, and that Dr. Joe van Gaalen is distributing the assessment reports back to the departments. Kelvin also mentions that van Gaalen went to the Higher Learning Commission to learn more about their accreditation process.
 - ii. Kelvin mentions that Communication Studies faculty need to vote on their learning assessment goals for the fall.
 - iii. Communication Studies faculty discuss re-wording on the rubric, some possible redundancy in the rubric, and forming a sub-committee to discuss possible changes. Communication Studies faculty plan to stay after the department meeting to discuss these changes.
- c. Italian Program: Dr. Alessandro Cesarano
 - i. Cesarano reports on the upcoming Italian Culture Series and how this is aimed to offer education about Italy to the students and faculty traveling to Italy for study abroad programs.
 - ii. Cesarano reports on the events of the Italian club and how the Italian club is being recognized at the Campus Life Award Ceremony. They won the 2022/2023 Campus Involvement award. The Italian club has around 40 members.
 - iii. O'Connor mentions that one of her students will win an award at this ceremony, also.
- d. Search Committee Update: Dr. Jennifer Summary

- i. Summary reports that there were over twenty-four applicants for the foreign language faculty position. The search committee will now go through the applicants. They will look for around eight applicants for the first round of telephone interviews.
- V. Announcements
 - a. Dr. Ann Eastman announces that Dr. Jennifer Summary has been elected to be the chair of the department.
 - i. Mayoral announces that even though Summary's position begins in August, all faculty should send the summer syllabi to Summary for approval.
 - b. There will be changes coming to the Learning Assessment Committee. More updates will be forthcoming from Dr. Joe van Gaalen or Dr. Bill Kelvin.
 - c. There will be a student music concert on Tuesday, April 18. (This will be Professor Ron Doiron's last concert as he is retiring.)
 - d. Peterson mentions the up-coming FSW retirement celebration where Mayoral will be celebrated.
- VI. Adjournment
 - a. Peterson moved to adjourn the meeting.
 - b. Johnson seconds.
 - c. The meeting is adjourned at 11:15 am.

(Minutes respectfully submitted by Dani Peterson)