

Minutes
 Department of Communication Studies and Foreign Languages
 Dr. Jennifer Summary, Chair
 Friday, September 8th, 2023, at 2:00 pm
 Via Zoom

Faculty	Present	Absent	Excused	Adjuncts	Present	Absent	Excused
Philip Allen	x			Jim Acton	x		
Alessandro Cesarano	x			Philip Bickel		x	
Ann Eastman	x			Lindsay Carr	x		
Evan Johnson	x			Juniace Etienne		x	
William Kelvin	x			Eliut González	x		
Katharine O'Connor			x	Marisol Hernandez-Soto	x		
Dani Peterson	x			Ladan Jalinousi	x		
Jennifer Summary	x			Courtney Lanute		x	
Jamie Votraw			x	Claudia Marques-Resendiz		x	
				Ruth Miller		x	
				Carol Roark	x		
				Roy Samuelson		x	
				Michele Smith		x	
				Norm Toback	x		
				Myra Walters	x		
				Guests			
				Laura Price	x		

- I. Meeting is called to order at 2:05 pm
- II. Approval of Minutes
 - a. No objections or corrections are mentioned. The April 14th, 2023 meeting minutes are approved.
- III. Special Guest: Laura Price, Senior Coordinator for Academic Support, Writing
 - a. Price oversees the writing centers across the colleges.
 - b. There have been changes made to the structure of academic support programs at FSW. These programs are slowly being integrated into the libraries at FSW. Dr. Richard Hodges is now in charge of the academic support and peer tutoring programs.
 - c. On the Lee campus, the writing center, the math center, and the peer tutors have moved to the library. They can now be found in J-204.
 - d. On Charlotte and Collier campuses, these centers are still in their locations, but will most likely be moving to the libraries by the end of this semester or the beginning of next semester.
 - e. The services remain the same. Students can be directed to www.fsw.edu/academicsupport, to find the writing center, math center, or peer tutors, along with dropping off writing assignments or to set up

appointments. Student can drop-in for help or they can set up Zoom appointments.

- f. The writing center is keeping up-to-date on Communication Studies requirements. They will also help as best they can with Canvas questions and Kaltura questions. But when they do not know the answers they will refer those students to the helpdesk.
- g. There is a Spanish tutor available, Dana Saravia, she is available for Zoom appointments Tuesday through Thursday from 4:00 – 9:00 pm. (Information is on the website for setting up appointments.)
- h. Price also oversees the peer tutors, so if there is a student in your class who is outstanding, who you think would be a good tutor, please connect them with Laura Price. Student tutors can work up to twenty hours per week and make \$12/hour.
- i. Contact Laura Price at Laura.Price@fsw.edu or stop in to J-315 for any questions.

IV. Introductions

- a. Everyone present at the meeting is asked to introduce themselves.

V. Reports:

Standing Committees:

- a. Academic Standards Committee
 - i. Bill Kelvin reports that the committee reviewed its charge and the charge did not need updates. The committee also reviewed the members and the departments they represent and that the committee is satisfied with the representation from departments and campuses.
 - ii. The goals for this year have to do with AI. The committee is working on phrasing messaging around AI, developing best-practices concerning AI, and continuing to work on the flowchart developed for academic dishonesty cases. (The work on the flowchart has been interrupted due to faculty and staff changes.)
- b. Academic Technology Committee
 - i. Alessandro Cesarano had no report from the committee.
- c. Curriculum Committee
 - i. Dani Peterson reported that the first meeting of the committee will be on Friday, September 15th at 1:00 pm.
 - ii. Peterson also reports that a change in curriculum is that there is new form. All changes will start with this form. After filling out this form, faculty will meet with either Rebecca Harris or Jeremy Pilarski to talk about how to proceed with their curriculum changes. (This form should help eliminate confusion around the curriculum process.)
- d. General Education Advisory Council
 - i. Dani Peterson reported that the first meeting was held on Friday, September 1st. The general education advisory council reviewed the committee charge and the membership. They also talked about SB 266 and how this bill at the state level will have impacts on the general education program at FSW.

- ii. The goals for this academic year are being finalized at the next week, but the committee intends to work on professional development opportunities concerning the CREATIVE competencies.
- e. Learning Assessment Committee
 - i. Jennifer Summary reports that there have been changes to the Learning Assessment Committee. Instead of coordinators in the committee, there are now effectiveness coordinators working with Team AASPIRE (Dr. Joe van Gaalen's office).
 - ii. The committee is working on creating a mission statement now that the committee structure has changed.
- f. Professional Development Committee
 - i. Jennifer Summary reported that there are still travel funds available, and that the next deadline (to travel in January, February, and March) is towards the end of November. As soon as you know that you are going to travel, send your form to Summary as soon as possible. (Don't wait until the last minute.)
 - ii. Here is a link for more information: [Online Survey Software | Qualtrics Survey Solutions](#)

Other Committees:

- a. Effectiveness Coordinator
 - i. Bill Kelvin is now an effectiveness coordinator. He is working with several departments on assessments, assessment reports, and assessment goals.
 - ii. Kelvin reports that Communication Studies has closed up last year's reports and has set their goals for this year.
 - iii. Kelvin reports that Foreign Languages need to close up last year's reports and set goals for this year.
 - 1. Communication Studies professional development session is on Friday, September 22nd from 10:00 to 12:00 pm.
 - 2. Foreign Languages have not set a specific time for their professional development session, but would like to schedule something from mid to late October.
- b. Shared Governance
 - i. Jennifer Summary reports that Dr. Bilsky is opening up the Shared Governance committee to ten more faculty members. If interested, faculty members can reach out to Jennifer Summary or Dr. Bilsky.
 - ii. There may be changes coming to the Charlotte and Collier campuses. In particular, there are some upcoming projects to expand workforce programs at Charlotte.
- c. Continuing Contract Review Committee
 - i. Jennifer Summary reports that from our department there are two faculty members who are up for initial granting of continuing contract.
 - ii. Alessandro Cesarano and Katie O'Connor will be submitting their portfolios by the end of September.
- d. OER

- i. Evan Johnson reports that there has not been a meeting yet. This committee will meet on the third Friday of the month.
 - ii. At the moment there is no chair for this committee, so the committee will be electing a new chair.
- e. One Theme, One College
 - i. There will be a One Theme, One College even on Thursday, September 21st, on the Lee campus in J-103 and on Zoom
 - 1. Zoom meeting ID: 898 6502 5771, Passcode: 590695
 - ii. Dr. Catherine Sanderson will be speaking and the title of her talk will be “The Science of Happiness”.
- f. QEP/Capstone
 - i. Jennifer Summary reports on behalf of Dr. Katie O’Connor. They are now accepting applications for the Capstone training for Spring 2024. If you are interested in teaching the CREATIVE Capstone, please contact Katie O’Connor or Matt Vivyan.
- g. Research Reassigned Time
 - i. Alessandro Cesarano reports that this committee has not met yet. They meet twice per year.
 - ii. This committee reviews applications of faculty who are interested in research, and may need to reassign some of their teaching time to devote to research.
- h. Simple Syllabus
 - i. Ann Eastman reports a few informational items from this ad-hoc committee.
 - 1. Faculty may still see the “Syllabus” link in their Canvas shells. They may remove that link. (They will need to keep the “Simple Syllabus” link.) That link can be removed by going to “Settings” and then “Navigation” in Canvas. (Faculty may contact Laura Osgood for questions about that.)
 - 2. As a reminder to faculty, any editing that is done after submitting your simple syllabus, will result in a re-submission of your simple syllabus (to the chair, the associate dean, and the dean). Faculty members are asked to reflect on whether small edits are necessary.
 - 3. Dr. Rebecca Harris has created an info-chart about creating course learning outcomes. With Simple Syllabus allowing FSW to easily compare and contrast course learning outcomes across disciplines, it may be time to come to a closer consensus about what course outcomes are and how they should be written

Clubs

- a. Alessandro Cesarano reports that the first event was the Welcome Aboard Event on the Lee Campus.
 - i. In October, there will be a Coffee/Cappuccino and informal chatting in Italian event. That will be on Thursday, October 5 from 2:00 – 3:00 pm. (Location to be determined.)

- ii. On Thursday, October 19 from 2:00 to 3:00 pm is “Settimana Lingua Italiana nel Mondo” at the library on the Lee Campus.
 - iii. In November during International Education Week, there will be an event on November 16th, from 2:00 – 3:00 pm. (More information will be forthcoming.)
 - iv. In December, there will be an end of the semester holiday party. This will be on Thursday, December 7th from 12:30 – 1:30 pm on the Lee Campus near the Meditation Pond.
- b. Francophone Club
- i. Dani Peterson reports that she, along with Dr. Myriam Mompoin, are in the process of forming a Francophone Club. At the moment, they are gathering emails of students interested in this club and they are taking the steps to start forming this club.

VI. Mentors for Adjuncts

- a. This table includes the list of the adjuncts who will be submitting portfolios this year along with the faculty mentor.
- b. Faculty mentors are encouraged to sign up for the faculty mentor training through the CTLE.
- c. Adjunct portfolios are due at the end of February.

Last Name	First Name	School	Department	Mentor
Acton	James	SAHS	Communication Studies	Bill Kelvin
Bickel	Phillip	SAHS	Communication Studies	Jamie Votraw
Carr	Lindsay	SAHS	Communication Studies	Jamie Votraw
Hernandez Soto	Marisol	SAHS	Foreign Language	Dani Peterson
Samuelson	Roy	SAHS	Communication Studies	Jamie Votraw
Smith	Michele	SAHS	Foreign Language–ASL	Dani Peterson
Etienne	Juniace	SAHS	Foreign Language (DE)	Dani Peterson

VII. Announcements

- a. Professional development for Faculty Mentor training is September 22nd 1:00-2:00 pm through the CTLE.
- b. Full-time Communication Studies faculty can find their textbooks for SPC 1017 in their mailboxes. Adjunct faculty should reach out to Jennifer Summary or to Wendie Thompson for their textbooks.
- c. Alessandro Cesarano volunteers to take the minutes for the December 8th department meeting.
- d. Summary reminds those taking the minutes this semester that because of the change in time, there are faculty members who cannot make it to the meeting, so Summary asks that everyone can turn the minutes in quickly to get the information to the faculty members that cannot be at the meeting.
- e. A reminder that if Union membership drops below 60 percent, the union will be disbanded, so all full-time faculty are encouraged to join the union.
- f. At the next department meeting, Summary will invite a member from the Financial Aid Office.

- g. Full-time faculty's spring class schedules are due on Friday, September 8th. Adjunct faculty will be hearing from Dr. Brian Page in the coming weeks.
 - h. Faculty members raise some questions about "Saturday College". At the moment, the department does not have information on that topic.
 - i. There will be no department meeting in November due to Veterans Day.
- VIII. Any other business:
- a. SPN 1120
 - i. Alessandro Cesarano reports on the new SPN 1120 master shell. Faculty are teaching with it this semester as it goes through the revision process. Faculty members can reach out to Cesarano with questions and feedback on the new shell.
 - ii. Cesarano reports that the next step will be to revise the SPN 1121 master shell.
- IX. The Meeting is adjourned at 3:15 pm.

(Minutes respectfully submitted by Dani Peterson)