



**Department of Communication Studies and Foreign Languages**

**Meeting Minutes**

Friday, October 13, 2023  
2:00-3:30 PM

<https://fsw.zoom.us/j/82247336254> Meeting ID: 822 4733 6254

<u>Faculty</u>	Present	Absent	Excused
Philip Allen	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

<u>Adjuncts</u>	Present	Absent	Excused
Jim Acton	X		
Philip Bickel		x	
Lindsay Carr		x	
Juniace Etienne		x	
Eliut González		x	
Marisol Hernandez-Soto		x	
Ladan Jalinousi	x		
Courtney Lanute		x	
Claudia Marques-Resendiz		x	
Ruth Miller		x	
Carol Roark	x		
Roy Samuelson		x	
Michele Smith		x	
Norm Toback	x		
Myra Walters		x	

- I. Welcome
- II. Approval of Minutes:  
Meeting is called to order at 2:05 pm  
Approval of Minutes. No objections or corrections are mentioned. The September 8<sup>th</sup>, 2023 meeting minutes are officially approved.
- III. Special Guest: Grant Farland, Sr. Associate Director of Student Financial Aid

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Grant explained his role and his office work. He pointed out that a significant change, a simplification is coming. He also reminded that it is essential to complete in a timely matter the students' attendance verification. He mentioned their website and reminded to reach out anytime. Ann Eastman had a comment about attendance verification: faculty receive plenty of notifications about attendance verification, but one more day would be nice. Jennifer Summary had a question: "What happens to the students who are late?" Answer: "they will not receive their financial aid on time". Dani Peterson had another question: "For the online students what is the official last day of attendance?" Answer: "student last day of participation (i.e. academically involved)."

#### IV. Introductions: Joanna Liebelt, Student Success Advisor II

Jennifer Summary said Joanna could not make it. She is part of the pathways and she will be at the department meeting in December.

#### V. Reports:

##### Standing Committees:

##### A. Academic Standards Committee

Bill Kelvin pointed out that the flowchart has been held in administration. Dr. Michele Yovanovich is not in her role anymore since she has been reassigned. Ann Eastman said that there is a bit of competition on who is going to have to do an AI policy. Bill Kelvin said the faculty handbook is done but it is hard to find or not published yet. Ann Eastman agrees.

##### B. Academic Technology Committee

Alessandro Cesarano reported that the committee is working on different areas: updating the ATC website, discussing the results of the Online Course Quality Assurance Plan for the year 2022/2023, and creating a Faculty and Student Technology Survey.

##### C. Curriculum Committee

Dani Peterson reported that the Curriculum Committee Canvas shell has an updated calendar. The next committee meeting will be on Friday, October 20<sup>th</sup> starting at 1:00 pm. If anyone has a curricular change they need to make to their courses (or certificates or programs), they need to submit those requests and begin the process by November 6<sup>th</sup>, to be sure to make it to the January meeting.

##### D. General Education Advisory Council

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Dani Peterson reported that there are no updates because the meeting day and time has changed. GEAC will be meeting on the third Friday of the month at 10:00 – 11:30 am.

#### E. Learning Assessment Committee

Jennifer Summary reported that the committee is working on a mission statement. There's a new Canvas course: Assessment 101. She would recommend taking advantage of that professional development opportunity.

#### F. Professional Development Committee

Katie O'Connor reported that the popular ancillary fund is once again available. Just like during the previous academic year, money from this fund can be used for non-travel related professional development expenses, such as book purchases and professional association dues. All faculty members can apply for up to \$150 in ancillary funds until the budget runs out or until June 1st, whichever comes first. The application process is simple as filling out an online application: <https://forms.gle/aoHykkLwKskUjEUa6>

The PD Committee is still accepting late travel applications for the October, November, and December travel window. Any applications that meet the required criteria (see attached travel form guidelines) may be approved by the committee on a rolling basis so long as funding remains available. The application deadline for travel occurring during January, February, and March is approaching on November 24<sup>th</sup>. The Qualtrics Faculty PD Travel management process remains the way to apply for travel funding this academic year. The PD Committee is sponsoring sessions at 1 p.m. on PD Fridays throughout the academic year. These sessions will vary from focusing on PD Committee-related content, to good pedagogical best practices, to other forms of professional development beyond the classroom.

#### Other Committees:

##### A. Effectiveness Coordinator

Professors Dani Peterson, Alessandro Cesarano, and Philip Allen conferred about assessment for the Foreign Languages unit. For the courses SPN 1120 and 1121, the previously set targets of 80% for each SLO were not met. The language professors are considering revising these goals for 2023-2024. There were no quantitative goals set for French 1120 and 1121, but there will be for 2023-2024.

##### B. Shared Governance

Jennifer Summary reported on the Collegewide Shared Governance forum. The Shared Governance Forum is comprised of 9 faculty members, 9 administrators and a

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Student Government representative. Dr. Bilsky is the organizer/facilitator. The initial plan is to meet twice via Zoom during Fall Term and twice during Spring Term 2023 to share ideas/information and open a new pipeline that may enhance the overall environment.

#### C. Continuing Contract Review Committee—Jennifer

Jennifer Summary reported that Katie O'Connor and Alessandro Cesarano applied for the continuing contract review, and they published their portfolios on Canvas.

#### D. OER

Alessandro Cesarano reported that professor Lenny Owen volunteer to be the new committee chair.

#### E. QEP/Capstone

Katie O'Connor reported about the upcoming Global Connection in November International Event to promote study abroad and international education. She also mentioned that the committee selected the new Creative Capstone cohort. Finally, she wanted to remind the Be Creative professional development events.

#### F. Simple Syllabus

Jennifer Summary reported that they haven't had a meeting yet. Faculty can send the syllabus in advance for the Spring semester.

#### Clubs:

##### A. Italian Club

Alessandro Cesarano shared the flyer with the events calendar for the Fall 2023 semester and invited faculty and students to attend the extra-curricular activities.

##### B. French Club

Dani Peterson announced that there are students interested in serving as club officers (president and vice-president) for the French Club. The club page is also active on Bucs Corner. Alessandro Cesarano enthusiastically applauded the initiative.

#### Announcements:

##### A. Academic Affairs—Student/Staff/Faculty/Community Fall Events

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Jennifer Summary said we can send the events to the calendar. Philip Allen and Alessandro Cesarano are going to be representing the department at the FSW Fall 2023 Open House with a table. From 3-6 on Monday, October 16, Lee Campus, U102.

#### **B. Foreign Languages Assessment—Dani**

Dani Peterson explained that the foreign language full-time faculty met with Dr. Joe Van Galen and had productive meetings to improve the assessment tools for our languages. They also discussed about the opportunity of having common language department rubrics.

#### **C. Developing Standards for AI—Ad Hoc Committee**

Jennifer Summary pointed out that Dr. Teed wants us to develop standards for AI. For the entire department. To be more consistent. It might be helpful to create a statement in your syllabus.

#### **D. ASL Student Club**

Jennifer Summary reported that a student expressed a desire to start a new ASL student club on the Lee campus.

#### **E. Adjuncts Portfolios**

Jennifer Summary pointed out that the Portfolio is due in February (Invitation in October).

#### **F. Time Between Class Periods**

Jennifer Summary reminded to be mindful of the time between class periods: it's essential to finish class on time.

#### **G. December 8<sup>th</sup> Department Meeting**

Jennifer Summary said November is Veterans Day so the department will skip that meeting.

#### **H. Turnaround time for Minutes**

Jennifer Summary asked to send the minutes ASAP.

#### **I. Textbook affordability**

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Jennifer Summary mentioned November meeting with Dr. Page. Volunteers are needed to attend the meeting.

#### J. Union

Jennifer Summary reminded to consider joining the union. The union membership is almost at 60 percent.

#### VI. Any other business:

- A. Evan Johnson wrote a new chapter on "Using Stylized Language" for the for SPC 2608 OER Public Speaking textbook. Bill Kelvin said he read the new chapter, and he really likes it. Evan said he enjoyed writing the chapter. He was one of his yearly goals. He looks forward to any feedback. Katie also enjoyed reading the chapter and reminded that the module can be updated and assignments can be created. For the textbook Bill, Jamie, and Katie will reach out to Dr. Roz Jester to update the online OER pressbook. Communication Studies faculty approved. Adjunct faculty will receive soon copies.
- B. Katie O'Connor is stepping down from her leadership position to Florida Communication Association.
- C. Alessandro Cesarano will be presenting at the Florida Foreign Language Association annual conference this October 26, 27, 28.

#### VII. Adjournment

Meeting is adjourned at 3:25 pm.

Meeting minutes respectfully submitted by Alessandro Cesarano.