



Department of Communication Studies and Foreign Languages

Meeting Minutes

Friday, December 8th
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		
<u>Student Success Advisor</u>			
Joanna Liebelt	x		

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- I. Welcome: Meeting is called to order at 2:05 pm
- II. Approval of Minutes: Approval of Minutes. No objections or corrections are mentioned. The October 6th, 2023 meeting minutes are officially approved.
- III. Special Guests: Dr. Joe van Gaalen, Asst. VP of Institutional Research, Assessment, & Effectiveness; Team AASPIRE & Jessica Godwin, Coordinator of Grants & Assessment
Team AASPIRE discussed how the former FEE award is now a Faculty Staff Project award for similar funding. They also discussed how to apply for the award.
- IV. Introductions: Joanna Liebelt, Student Success Advisor II
We welcomed our new member to our department meetings.
- V. Reports:
Standing Committees:

- A. Academic Standards Committee—Ann, Bill
Academic Misconduct

Once a faculty member has information that an academic integrity violation has occurred, the faculty member should inform the student and request a meeting to discuss allegations to include a review of the information gathered and proposed action (per the Academic Integrity Policy in the current Catalog). The faculty may request the respective Academic Dean or Associate Dean be present during this meeting; the student may request an advisor. The meeting should occur within 7 business days of the date when the faculty member informs that student of the allegation.

An Academic Misconduct Report is to be submitted by the faculty member within seven days of the allegation (<https://www.fsw.edu/communitystandards/academicintegrity>). Within three business days, the student and Academic Dean are informed of the Academic Misconduct Report by the Case Administrator with a copy of the dated Report also being sent to the faculty member.

If the student believes that they are not responsible for the academic misconduct, the student must respond via their FSW email to the faculty member's initial communication within seven business days of the notification of the Report before starting a formal Appeal.

Note: the formal Appeal process may result in the student being found not responsible for the academic misconduct, but this does not automatically result in a change of grade for an assignment or final course grade. The responsibility for the evaluation of student coursework and the assignment of final grades rests with the professor who has been assigned to teach the course. This does not prevent the request for a Late Withdrawal or

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Late Drop by the student following the determination of not responsible.

B. Academic Technology Committee—Alessandro Faculty Survey

In partnership with FSW Online, FSW's Academic Technology Committee has crafted a survey designed to tap into faculty experiences and gather feedback on our online teaching and support systems. The insights will drive improvements, ensuring that FSW remains an innovative leader in higher education.

New Portal

MyFSW new portal is now available to the FSW community. This portal has been designed to streamline communication and make it easier to access resources and information. The Information Technology staff has been working diligently, starting several months ago, to create the new portal interface and mirror the functionality available today.

New Attendance Verification Process

Starting Spring of 2024, attendance verification will be done through an Attendance Verification Assignment that will be added to every Canvas course at the start of every term. Each term, every course Canvas shell will come with an attendance verification syllabus quiz preloaded. The quiz will ask questions about the locked portions of the syllabus and end with a syllabus acknowledgement statement. Dr. Jester, in collaboration with Vanessa Mayse and Grant Farland from the Office of Financial Aid, will be hosting Q&A sessions about the new process.

C. Curriculum Committee—Dani

Dani reported that the previous Curriculum Committee meeting of the semester was on Friday, November 17th. There were quite a few program changes and course proposal changes that were accepted at that meeting. As a reminder, if there are any course/curriculum change proposals that need to be made in order to be implemented by Fall 2024, one would need to speak with Dr. Rebecca Harris as soon as possible in order to appear in the January curriculum committee meeting.

D. General Education Advisory Council—Jamie, Dani

Dani reported that at the last GEAC meeting, the members approved MGF 1130, MGF 1131, to have the general education designation. (These courses were updated in accordance with state statutes and these courses were then sent to the curriculum committee.) The committee also approved ENC 2210 for a general education course

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designation and a writing intensive course designation. As for updates on SB 266 (the Florida Core Gen Ed classes), the list was updated and was discussed at the Florida Board of Governors meeting. At that meeting, the board voted to remove SYG 1000 from the list of Florida Core Gen Ed courses. This list will now be sent to the State Board of Education meeting, where it is likely that they will vote to approve. The topic of opening up the writing intensive designation to departments outside of English, Humanities, and Social Sciences was discussed. There was a lot of discussion about opening up the writing intensive designation and that GEAC plans to open up this discussion to the school.

E. Learning Assessment Committee—Jennifer
No report

F. Professional Development Committee—Katie
Katie reminded us of upcoming dates for submitting travel applications. She also noted that we need to write a detailed justification for travel to help ensure funds.

Other Committees:

A. Effectiveness Coordinator – Bill
Ann Eastman notified Bill Kelvin that there were a few errors in the shared rubrics for the Informative Speech Delivery and Informative Speech Outline assignments on Canvas.

Bill had a Zoom meeting with Anna Haney-Withrow from IT to do a line-by-line edit of both shared rubrics. Anna suggested we continue using the existing, flawed rubrics for Fall 2023. We can update to the Spring 2024 rubrics next semester.

She will send us new .doc file to work with this summer. Each time we submit a help request ticket to update the rubric we should ask them to also update the master course shells.

Assessment & Spring PD: February 23rd 10-12 pm. via Zoom

Dani mentioned the foreign language assessment goals:

Goal 1 (SPANISH) (SPN 1120) / (SPN 1121): Create assessment tool and rubric for SPN 1120 and for SPN 1121. Roll out the assessment in classes and gather data in the spring 2024 semester. (The goal is that 70% of the students would receive 70% or higher on the assessment measure.)

Goal 2 (FRENCH) (FRE 1120) / (FRE 1121): Create assessment tool and rubric for FRE 1120 and for FRE 1121. Roll out the assessment in classes and gather data in the spring 2024 semester. (The goal is that 70% of the students would receive 70% or higher on the assessment measure.)

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Goal 3 (ITALIAN) (ITA1120) / (ITA1121): Create assessment tool and rubric for ITA 1120 and for ITA 1121. Roll out the assessment in classes and gather data in the spring 2024 semester. (The goal is that 70% of the students would receive 70% or higher on the assessment measure.)

- B. Shared Governance—Jennifer, Jamie
No report
- C. Continuing Contract Review Committee—Jennifer
No report
- D. OER— Alessandro, Evan
Affordability Counts was created as a direct response to the increasing costs of textbooks in higher education. The program recognizes faculty who take steps in their courses to advance affordability across Florida state universities and colleges.
<https://affordabilitycounts.org>

Continued planning for Open Ed Week (Mar. 4-8, 2024). There will be several professional development opportunities offered in asynchronous format.

Textbook Affordability Committee

The committee charge is to collaborate and determine opportunities to reduce the financial impact to students resulting from the rising costs of textbooks and learning materials. Cost reduction strategies will be applied where appropriate and conducive to the achievement of course learning outcomes.

Textbook Affordability, Cost Overview, Dr. Joe Van Gaalen
Student Purchasing Trends College-wide, Angela McNatt.
ZTC/OER Courses Updated, Dr. Rozalind Jester
Simple Syllabus, Textbook Entry, Follett Access, Dr. Rozalind Jester
OER Committee Updates, Professors Leonard Owens/Thomas Donaldson

- E. QEP/Capstone—Katie
Katie reported that 40 plus professors have been trained to teach the capstone course. Opportunities for adjuncts will begin in the summer with dates to follow at our next meeting.

Clubs:

- A. Italian Club—Alessandro
-September
Italian Program/Club Meet and Greet. Welcome Aboard Fair. In collaboration with the Student Engagement Office. Wednesday, September 6, 11 am-1pm. Lee Campus, U 102.

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-October

Italian Program/Club Meet and Greet

Open House Week. In collaboration with the Communication Studies & Foreign Languages Department. Monday, October 16, 3pm-6.00pm. Lee campus, U-102.

-November

Italian Festival at the International Education Week. Cooking Demonstration in collaboration with the Center for International Education. Thursday, November 16, 11am-1:00pm, Lee Campus, Inspiration Garden.

B. French Club—Dani

Dani reports that the French club lost a little bit of steam. But she and Myriam Mompoint plan to work with the French club students to have some activities in the Spring semester.

VI. Announcements:

A. CCC—Social Media Communication Fall 2024

B. Adjunct Portfolios—PD Session January 26th 3:00-4:00 pm

C. Adjuncts Portfolios—Due the end of February

E. Simple Syllabus—Due by January 3rd (Please Proofread Before Sending)

F. January 12th Department Meeting

G. Battle of the Buccaneers

Jamie accepted the role of coordinating the event again this year. It will take place Tuesday, April 9th from 3-4:15 pm.

VII. Any other business:

None

VIII. Adjournment

3:45 pm

Respectfully, J. Summary 1/8/2024