



Department of Communication Studies and Foreign Languages

Meeting Minutes

Friday, January 12th 2024

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 2:03 pm
- II. Approval of Minutes: Approval of Minutes. Ann requested "significant errors." be changed to simply "errors." Bill agreed to make the change. Evan requested recap of the CCC information. Jennifer Summary provided a quick synopsis of the approval and curriculum requirements (Communication studies has three, the most of any department). The December 8th, 2023 meeting minutes are officially approved (2:10pm).

III. Reports:

Standing Committees:

A. Academic Standards Committee—Ann, Bill

Ann: Only half of the committee was there. Dr. McClinton was there. The committee ended up editing the document of "Procedures for Academic Integrity Violation." Edited and polished the document "line-by-line."

B. Academic Technology Committee—Alessandro

Alessandro: No updates/meeting was cancelled.

C. Curriculum Committee—Dani

Dani: Nothing to report. First meeting 19 January at 1:00pm.

D. General Education Advisory Council—Jamie, Dani

Dani: Nothing to report. First meeting will also be 19 January. Updates will be provided in February.

E. Learning Assessment Committee—Jennifer

Nothing to report / First meeting cancelled.

F. Professional Development Committee—Katie

No major news. Reiterated new location. Travel fund applications still being accepted for previous round, new round coming up (keep an eye out for an e-mail with dates and deadlines). Reminder to avoid putting DEI language in applications. New document being prepared to allow space for a narrative, which will be very important for receiving approval. If you need money to join an association, the Auxiliary Fund is still available. Link in chat (as well as other information

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that Zoom would not allow to be copied...)

Other Committees:

A. Effectiveness Coordinator – Bill

IT had somehow double copied a cell in the rubric, there was a small error that needed to be fixed by Bill. Rubrics have been redone and approved by full time faculty. To add it to an assignment in Canvas, instructors should delete the rubric that is attached to the outline, then find the new one, which is under a class called "Speech" in Canvas. Speech resources Canvas page now has a new document with screenshots to facilitate making the change in Canvas.

New document is just for Spring 2024 (will not have 2023 in the title).

PD meeting for Communication Studies will be on Feb 23 from 10am - 12pm. Bill requests some feedback as to what to talk about/work on during this session.

Ann went through the process of switching out the rubrics in Canvas briefly with Bill.

[Dani] A foreign languages meeting took place on Tuesday, 9 January 2024. The full time faculty has tentatively scheduled a PD session also for 23 February 2024 from 10am - 12pm. The Foreign Languages faculty will provide further updates as soon as meeting date, place, and time is confirmed by Dr. Tawil's office.

B. Shared Governance—Jennifer, Jamie

No report. Meeting will be next month.

C. Continuing Contract Review Committee—Jennifer

Reminder to make sure Alessandro and Katie get their SOS reports submitted on time.

D. OER— Alessandro, Evan

Nothing to report, January meeting was cancelled.

E. QEP/Capstone—Katie

Connections week, week before Spring Break, instructors. are encouraged to send students, especially those teaching at the same time events take place. One event will be a guest speaker (6 March 2024), physical location TBD, but a remote (Zoom) option will also be available.

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Summer Capstone Certification Session is being offered this upcoming summer. There is no financial compensation for that, but it is open to adjuncts. Applications are forthcoming.

[Jennifer Summary] Use of Simple Syllabus continues to be a learning curve. Some revision submissions are not always to do with policies, but with dates (assignments/course schedules). Please be sure to at least have the first two weeks of assignment deadlines correct (i.e. they should not be set to "August" in the Canvas calendar section).

Common core assessment is 100 points, be sure to look at your point totals in the "Student Requirement" sections to make sure that this has been put in correctly.

Attendance verification automatically puts 8 pts. into grade book in Canvas, so set it to "Practice Quiz" if you calculate your grade by points (not weight) and you don't want it to affect the total course grade.

Evan: I switched to Practice Quiz and it disappeared.

Jennifer: Contact Steven Kolberg if problems persist.

Dani: Put "Attendance Verification" in Modules, that solved URL problems in her class.

Ann: Did not touch it, added 8 points to total.

Bill: Made a group with 0% weight and set it there.

Evan: Could we just set the quiz to 0 points?

Bill: That feature is blocked, so it's impossible to do that.

Clubs:

A. Italian Club—Alessandro

We will have our events once a month for this semester. January "Welcome Aboard" changed name to "Spring Fest" and it will take place on 24 January from 1pm-2pm in the cafeteria, S Building. A table with Italian Program/Italian Club next to the International Education office with flyers and other promotional materials. Promotional/informational materials for Spanish and French will be added to the table very soon.

Creative capstone in Italy this summer, currently 8 students, which satisfies the minimum requirement. They are hoping for more students to apply in the coming days/weeks.

This spring there will be a cooking demo later in semester, a movie night is also being considered, more information to be given out at next meeting.

[Jennifer Summary] A reminder to pass on any event information (even if tentative) to Dr. Page as soon as possible.

B. French Club—Dani

First official club meeting yesterday, 11 January 2024. Approx. 5 students in attendance, some very passionate. Still working out what kind of events they want to do over the semester.

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Dani is also travelling to France over the summer; students can sign up for French language (mini A) and/or Humanities with Monpoint (also mini A). Flyers will be coming soon. Please advertise trip to France with students. Has not reached 8 students yet. Special thanks to Ladan for always getting the information out to her students.

[Bill] Greece trip is filling out nicely, mostly by female students, recruiting especially male students.

BATTLE OF THE BUCCANEERS:

Date is still set for 9 April 2024 in Rush Auditorium at 3pm.

IV. Announcements:

A. SPN 1120/1121 Assessment—Philip

As we have been discussing in previous meetings, the Foreign Language faculty have been reviewing and redesigning the assessment tools for all language classes to ensure that they are directly responsive to the Student Learning Outcomes established for these courses. The faculty have now completed a new Exam 4 (or "Final Exam") for SPN1120/SPN1121. The new tool for Spanish was done first since it will affect more people and the idea is to present it to the adjunct instructors at the next PD day (tentatively scheduled for 23 February 2024) so that they may have a look at it and understand it prior to administering it. We do not wish for anyone to be caught off guard. A new Canvas "Foreign Languages (Resources)" page has been created and PDFs of the new assessment tool, including the correction keys, have been uploaded to the page for all language instructors to view at their convenience. The foreign language faculty believe that these new exams paint a more accurate picture of our students' linguistic and cultural abilities and remove a lot of the ambiguity that could arise when scoring the previous exam. It was also highlighted that the previous exam was not bad and that elements of it have been adapted to the new exam. The faculty members will complete, review, and approve the new FRE1120/FRE1121 assessment tools next. The Italian assessment tool does not require changes at the time being.

B. SPN 1120 Master Shell—Alessandro

We have a new master shell for SPN 1120, which has passed internal review. QM review will be completed after feedback and use for one academic year. Intercultural communication course is currently under review, updates forthcoming.

C. Adjunct Portfolio Training—January 26th, 2024 at 11am-12pm. Portfolio isn't due until the end of February

D. Adjuncts Portfolios –Due end of February

Founders Day was discussed. It will be held on 26 January 2024 from 1pm-4pm in U102. Full-time faculty are contractually obligated to attend.

V. Any other business:

Start thinking about Summer classes. Early (8:30am) and late (4:30pm) classes tend to be "wanted," by students, but that does not always mean that students will enroll in them.



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[Evan] Public Speaking Chapter, a new module in his own PS course, with links to a PPT and a quiz SPC2608 in Commons "Modules, Stylized Language, Ch. 14). Cannot be put into Master Shell, but it is in Commons in Canvas, has a picture of "The Breakfast Club" on it.

[Ann] SPC1017 Online course has to be redone or updated for (she thinks) Fall 2024, meaning revisions would need to take place this summer according to eLearning's 5-year policy. Ann is not qualified to do it, so someone else might have to.

[Joanna] Nothing to add, students are still trying to get into classes and finalize their schedules. Last day for add/drop is Tuesday, 16 January 2024, so expect some students to join next week.

VI. Adjournment
2:45 pm