**Minutes**

Department of Communication Studies and Foreign Languages

Dr. Jennifer Summary, Chair

Friday, April 12th, 2024, at 2:00 p.m.

 Via Zoom

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | 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 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Adjuncts | 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 |  |  |
| **Student Success Advisor** |  |  |  |
| Joanna Liebelt  |  | x |  |

I. Welcome

II. Guest: Dr. Rebecca L. Harris

Director, Collegewide Curriculum and Academic Enhancement

Topic: FSW is reviewing its GE courses to align with state.

Align with principles of GE and how many other FL institutions offer them as GE

1] It is in some AS degrees -- AS in elementary education, School of Business and Technology – a student who took SPC 1017 might have to take more courses in their BA

2] It IS GE at FGCU, our closest transfer partner

3] In other distribution errors there are many course options, in the communication area there are only four classes that count as additional GE – ENC 1101/1102, SPC 1017/2608

In justification we should have a sentence explaining how 1017 differs from 2608.

We have one week to submit our statement.

III. Approval of Minutes:

A. March 8th, 2024 Meeting [Dani moved to approve, Katie seconded]

IV. Reports:

Standing Committees:

1. Academic Standards Committee—Ann, Bill
	1. Meeting was canceled, we are still working on procedures for academic misconduct.
2. Academic Technology Committee—Alessandro
	1. College seeking replacement for Kaltura.
	2. Students will have to use multi-factor authentication when using FSW Portal.
3. Curriculum Committee—Dani
	1. They are phasing out Curriculog. Using Google Forms and they are creating an in-house blend of software and Adobe Sign to substitute.
4. General Education Advisory Council—Dani, Jamie
	1. They hope the school can hire a coordinator to help professors teach the process of writing. If other professors are going to be able to teach writing-intensive courses, they think those professors should be trained / certified as writing instructors. This could be a new position.
	2. There was much debate about writing-intensive designation and they decided it should be opened up to disciplines outside of English, the Humanities and Social Sciences. AS students need more flexibility in their schedule. There are no requirements for professors teaching courses with writing-intensive designations, so it seemed unfair to require other faculty to take trainings that no instructors in the disciplines that currently have writing-intensive courses have to take.
5. Learning Assessment Committee—Jennifer
	1. Assessment 101 - a training course.
	2. Philip Allen is joining LAC.
6. Professional Development Committee—Katie
	1. They will not fund late travel fund applications for funding this semester.
	2. Ancillary fund still has funding.
	3. New round of travel funding is for July, August, September.
	4. October, November, December deadline will be first week after we come back in fall. You could send the application early if you want.
	5. Make your applications competitive, presenting, getting an award, or being part of a leadership team helps. So does presenting at the TLC.

 Other Committees:

1. Effectiveness Coordinator – Bill
	1. Wrapping up Effectiveness Plans for Fall 2024. Be ready for urgent communication.
	2. Finished assessment for ANALYZE and
	3. Working to build connections between LAC and ECs.
2. Shared Governance—Jamie, Jennifer
	1. No meeting in March. No updates.
3. Continuing Contract Review Committee–-Jennifer
	1. Congratulations to Alessandro and Katie for getting their continuing contracts.
4. OER— Alessandro, Evan
	1. Meeting cancelled. No updates.
5. QEP/Capstone—Katie
	1. There is a summer training to teach Capstone.
	2. There will be a fall training cohort.
	3. In spring there will be an asynchronous training.
	4. There will be a Creative Capstone PD series next year.
	5. They had some events yesterday that went well.

 Clubs/Events:

1. Italian Club—Alessandro
	1. Alessandro won an award for RSO club advisor of the year, Campus Life Award.
2. French Club—Dani
	1. Meeting with Myriam Mompoint next week to try to recruit officers.
	2. Want to encourage student-led projects.
3. Battle of the Buccaneers—Jamie
	1. The event went well; lessons were learned for the next year.
	2. IT was not as helpful as usual.
	3. Evan was a good MC with strong sense of humor.
	4. Judges were harsher than in previous years.
	5. They would like a hands-free microphone.

V. Any Other Business:

A. Narrative for SPC 1017—April 19th

 SPC 1017 could become an elective and not be a general education course any more. There were many discussions about who was going to work on this and when.

B. Drop Prerequisite for SPC 1017

 Jamie Votraw said this was already done.

C. Research Other Classes for Gen. Ed.

D. Curriculum Committee Documents

E. Name Change for MMC and/or JOU

 JOU 1100 could become Journalistic Writing (what they call JOU 2100 at FGCU).

 MMC 1000 could go from Survey of Mass Communication to Intro to Mass Communication, or Media & Society

1. Dr. Tawil—MOU
	1. The administration wants to know how FSW foreign language professors feel about having instructors abroad teach Arabic to FSW students online.
	2. Dani said that new languages being added decrease enrollment for French courses.
	3. Philip added that students might like a strictly online option – they would avoid foreign language courses that have in-person components.
	4. They found the MOU vague and want more information about what concessions FSW will get for the partnership.

VI. Announcements:

A. Graduation

B. Attendance Verification—Graded Quiz – has to start as graded quiz, can be changed later to practice quiz.

C. Any Committee Changes

D. Study Abroad 2025 – Philip and Katie going to Spain!

E. Check-In

Summer syllabi due to chair Summary by the week of Monday, May 6.

VII. Adjournment