

Department of Communication Studies and Foreign Languages

Minutes

Friday, September 13, 2024

2:00-3:30 PM

<https://fsw.zoom.us/j/87952164523> Meeting ID: 879 5216 4523

<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		
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		
Claudia Marques-Resendiz	x		
Carol Roark	x		
Roy Samuelson		x	
Michele Smith		x	
Myra Walters	x		
<u>Student Success Advisor</u>			
Lynne Belliveau	x		

- I. Meeting came to order at 1:00 pm
 1. Faculty members introduced themselves.
 2. Lynne Belliveau was introduced as the department's new representative from Student Success.
- II. Approval of Minutes:
 - A. The minutes from the last department meeting (Friday, April 12, 2024) were reviewed.
 - B. Jamie Votraw made a motion to approve the minutes. Philip Allen seconded the motion.
 - C. The members approved the minutes.
- III. Reports:

Standing Committees:

 - A. Academic Standards Committee—Bill

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1. Bill Kelvin reported on the Academic Standards Committee. The committee is finalizing the college's academic integrity policy procedures and would also be updating other college operating procedures related to academic integrity.
- B. Academic Technology Committee—Alessandro
 1. Alessandro Cesarano reported that FSW may be transitioning away from Kaltura and Tutor.com. There are many Communication Studies courses that use Kaltura for assignments, so it is good to be aware that this program may be going away. Dani Peterson added that FSW is researching a program called Harmonize that may be useful for Communication Studies and Foreign Language courses.
- C. Curriculum Committee—Dani
 1. Dani Peterson noted that JOU 1990 (Newswriting, Reporting, Editing) is on the five-year course deletion list. Bill Kelvin noted that this course is not currently being taught and it can remain on the deletion list.
 2. Dani Peterson mentioned that the changes to the course descriptions for SPC 2608 and SPC 1017 would need to be presented at Curriculum Committee this academic year to update those changes in the course catalog.
 3. Dani Peterson mentioned that if any description changes need to be made on any Communication Studies or Foreign Language courses, it is important to get those processes rolling for the upcoming meetings, in the fall, Curriculum Committee will be meeting on the following dates: Sept 20, Oct 18, Nov 15
- D. General Education Advisory Council—Dani, Jamie
 1. No reports, because GEAC had not yet met for the fall semester.
- E. Learning Assessment Committee—Philip
 1. Philip Allen reported on the Learning Assessment Committee. He also mentioned the self-paced Canvas course to learn about assessment.
- F. Professional Development Committee—Katie
 1. Katie O'Connor reported on the Professional Development Committee. Faculty members can still seek funding for conferences during this academic year. Also, faculty should include strong justifications on their forms to strength their chances to receive funding.

Other Committee Reports:

- A. Effectiveness Coordinator
 1. Regarding Communication Studies assessments, Bill Kelvin mentioned that Communication Studies had met their AY 23/24 assessment goals. The faculty members also discussed when an appropriate dates to discuss the parts of the rubric to study for AY 24/25. The faculty members decided to schedule the professional development session for Friday, October 11th from 11:00 to 12:00 pm on Zoom.
 2. Regarding Foreign Language assessments, Bill Kelvin confirmed the assessment goals with the faculty. For SPN 1120 and 1121, they would

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continue gathering data on the assessment developed during AY 23/24. For FRE 1120/1121, the assessment tool would be developed in the fall and used in the spring to gather data. For ITA 1120/1121, they would continue gathering data on the final project assignment.

- B. Shared Governance—Jamie
 - 1. No report because the Shared Governance committee had not yet met for the fall semester.
- C. Continuing Contract Review Committee—(Dani)
 - 2. Evan, Bill, Jamie
 - 3. Sub-Committees
 - 4. Portfolios
- D. OER— Alessandro, Evan
 - 1. Alessandro Cesarano reported that per the September Faculty Senate meeting, there would be no official OER committee moving forward.
- E. QEP/Capstone—Katie
 - 1. Katie O'Connor reported that the Capstone Institute during the summer was successful. She also reported that faculty members can still sign up for the Capstone professional development if they are interested in teaching the Capstone Course. She mentioned that several events related to Capstone would be happening over the course of the semester.
- F. Research Reassigned Time – Alessandro
 - 1. No report from this committee, because they had not yet met for the semester.

Clubs/Events:

- A. Italian Club—Alessandro
 - 1. Alessandro Cesarano reported that events were being organized for the semester. Most of the student officers from the previous semester had graduated so the club would be voting for new officers.
- B. French Club—Dani
 - 1. Dani Peterson reported that the meetings for Francophone would be meeting on the first and third Thursday of the month. The Francophone club was also recruiting students for officer positions.
- C. Hispanic Heritage Month events –Philip
 - 1. Philip Allen reported on the events he organized the Hispanic Heritage month. The events included a collaboration event with OTOC, a food event with guacamole, a game event “Lotería”, and a film event. He included a flier that he encouraged people to share in their classes and with their students.
- D. Battle of the Buccaneers
 - 1. Jamie Votraw updated the members about applying for funding for this event.

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2. Dani Peterson led a discussion about dividing the labor of this event more evenly throughout the department. Bill Kelvin offered to create a Google Sheets document for faculty members to sign up for the tasks that they would like to take for this event. All Communication Studies faculty were encouraged to start recruiting students to plan for this event.
- IV. Guest: Laura Price, Senior Coordinator, Academic Support Programs
- A. Laura Price came to the meeting to speak about the opportunities for students in Communication Studies and Foreign Language to get tutoring or support for their classes. The (previous) Oral Communication Center has now been folded into the Writing Center. The Writing Center offers tutoring in-person, via Zoom, and through an essay drop-off service. The hours for this semester are Monday through Thursday, 10:00 to 6:00 pm, and Friday, 8:00 to 4:00 pm. There are instruction associates at all campuses except for Hendry Glades and Charlotte.
 - B. Laura Prince also explained that there is tutoring available for Spanish students, and they can sign up for appointments.
 - C. More information can be found (and the link for signing up for appointments can be found at this website: www.fsw.edu/tutoring)
- V. Any Other Business:
- A. New Adjunct Portfolio/Review Process
 - a. Dani Peterson discussed that there will be a new process for adjunct faculty portfolios for their review process. She encouraged all adjunct faculty members to attend a CTLE information sessions about these changes. The events were scheduled for the following dates, Oct 25, 4-5 pm, Nov 21, 5-6 pm, and Jan 24, 4-5 pm.
 - B. Emergency Remote Readiness Training (for everyone)
 - a. Dani Peterson reminded everyone that FSW required faculty members to complete the Emergency Remote Readiness Training Canvas Course.
 - b. <https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/emergency-remote-ready-training>
 - C. If faculty decide that there are any changes in textbooks or textbook requirements, they would need to fill out and submit the Textbook Adoption form by the following dates. (For spring changes, the form needs to be completed by September 27. For summer changes, the form needs to be completed by February 28. For fall changes, the form needs to be completed by, March 28)
 - D. There was a discussion about how to handle the December 13th Meeting, whether the group would meet on December 6th, January 3rd, or perhaps a virtual meeting. No decision was made.
- VI. Announcements: As the meeting was running very long, these announcements were quickly read from the meeting agenda.
- A. Study Abroad 2025 (Spain)

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- B. Be CREATIVE PD Series for Faculty
 - C. PD Friday: September 27
 - a. CTLE Calendar:
<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc?sort=date>
 - D. Faculty Updates
 - a. Jim Acton mentioned that he completed the Capstone Institute and the Cornerstone Institute. Congratulations to Jim!
- VII. The Meeting was adjourned at 4:00 pm.