

Department of Communication Studies and Foreign Languages

Minutes

Friday, November 8, 2024

2:00-3:30 PM

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

<u>Faculty</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
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>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
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 2:00 pm
- II. Department reviewed the minutes from the September meeting. (There was no October meeting due to hurricanes.)
 1. The minutes September minutes were approved.
- III. **Standing Academic Committee Reports**
 - A. **Academic Standards Committee (Bill Kelvin)**
In our 11-1-24 meeting, we worked on the College Operating Procedure documents.

Notable conclusions:

Professors still have to get their syllabi into department before first meeting of semester. We discussed moving that date forward, but decided that Schools and Departments could create their own norms, this College-wide norm should remain the minimum standard.

April Palmer's office is helping the ASC revise the section on students recording class, as new statute allows it without permission but before it was mostly prohibited without permission.

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Students are allowed to record instructors and learning materials with audio, photo and video without permission, however, they are *not* allowed to record other students in any way, including their voices, faces, performances (eg, speeches), etc.

Thus, Instructors will be advised to ensure that students are not recording other students when capturing educational materials.

The students are not supposed to publish the materials they gather.

Otherwise no major changes.

B. Academic Technology Committee (Alessandro Cesarano)

No report for November.

C. Curriculum Committee (Dani Peterson and Evan Johnson)

Evan will be submitting the wording changes for SPC 1017 and SPC 2608 that were discussed among the Communication Studies faculty members in April. Those changes will likely be presented at either the January or February Curriculum Committee meeting.

D. General Education Advisory Council (Jamie Votraw and Dani Peterson)

Congratulations to Jamie Votraw for becoming Chair of the General Education Advisory Council.

Oct: GEAC is working on a job description for a WAC coordinator, as well as a writing intensive PD and a GE PD. The type of PD is TBD.

E. Learning Assessment Committee (Philip Allen)

Dr. Rebecca Harris is working on providing guidance regarding course maps and alignment between CLOs, MLOs, activities, and assessments. She can provide school/department-specific presentations on this (and has already done so for nursing).

F. Professional Development Committee (Katie O'Connor)

The PD Committee is accepting applications for Faculty Travel. Please be sure to have a detailed narrative. Be on the lookout for information from Scott Ortolano for more information from the PD committee.

Other Committee Reports:

G. Effectiveness Coordinator (Bill Kelvin)

CMST and FL academic unit Effectiveness Plans for 2023-2024 were a bit behind, but have now been finalized. The Effectiveness Plans for 2024-2025 are also basically done, as of today, because the CMST unit had a meeting today to make progress.

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H. Shared Governance (Jamie Votraw)

Jamie requested the Bucs CARE team revisit the idea of a clothing closet for students to obtain business casual/professional attire. Dr. Neuhard was positive about the idea. More information to follow.

I. Continuing Contract Committee (Dani Peterson)

The committees for Bill Kelvin and Jamie Votraw will be meeting in November to complete the interviews with the subcommittees.

Events/Clubs Updates

J. Battle of the Buccaneers

Please review the sign-up sheet created by Bill for tasks that you would like to take on..

https://docs.google.com/spreadsheets/d/1G6r6ZRrMxv3rIPCj26Pz4CJBpXnMadASfNyzeM_K4hc/edit?gid=0#gid=0

Dr. Page has informed that the FSPA award is no longer available, but that he has been able to find funding for the BoB through the SoAHSS. Jamie will be meeting with Dr. Summary to review our budget needs.

K. Francophone Club (Dani Peterson)

The club continues to meet on the first and third Thursday of the month. (There are about five students who attend regularly.) Students are working on creating some activities and events for International Education week and for the World Languages & Cultures Festival.

L. Italian Club (Alessandro Cessarano)

The Italian club has several events planned. The Italian club will be at the FSW Fall preview and also will host several events during International Education week. Be on the lookout for more information from Alessandro regarding these events.

IV. Updates

A. SPC 1017 (Ann Eastman)

- a. Ann is going through SPC 1017 and looking at the assignments to see if they align with the Social Media Certificate.

V. Announcements:

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1. Spring registration has started, if you notice any scheduling issues or have any scheduling questions, please contact Dr. Summary.
2. Final Grades for Fall 2024 are due December 10 by noon.
3. The first day of classes for Spring 2025 is January 8th.
4. Please try to submit Syllabi in a timely manner.
5. There will either be no meeting or an “electronic” department meeting in December. (Please stay tuned for more information.)

VI. Meeting adjourned at 3:05 pm