

Department of Communication Studies and Foreign Languages

Minutes

Friday, January 10th, 2025

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		
Bobby MacPhail			x
Courtney Lanute		x	
Claudia Marques-Resendiz		x	
Carol Roark	x		
Michele Smith		x	
Norman Toback		x	
<u>Student Success Advisor</u>			
Lynne Belliveau		x	

I. Meeting came to order at 2:00 pm

II. November minutes

1. Department reviewed the minutes from the November meeting. (There was no December meeting.)
2. Ann Eastman noticed that her updates about the assignments in SPC 1017 had not been mentioned in the November minutes and requested that be added.
3. Dani Peterson agreed to update the November minutes and have the department re-read them before they would be approved.

III. Standing Academic Committee Reports

A. Academic Standards Committee (Bill Kelvin)

- a. We had some people show up, but not enough for a quorum. So, the December meeting was cancelled after it started. -BK

B. Academic Technology Committee (Alessandro Cesarano)

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- a. FSW is keeping Kaltura (the video platform).
 - b. FSW will no longer be using Tutor.com, we will be switching to Brainfuse.
 - c. Dr. Roz Jester wrote an online teaching handbook.
<https://fsw.pressbooks.pub/onlinehandbook/>
- C. Curriculum Committee (Evan Johnson)
- a. Evan submitted the changes the department discussed to Curriculum Committee. Those changes will be presented at the January meeting of Curriculum Committee.
 - b. Dani mentioned some wording that Dr. Page noted in the Curriculum Committee review process. But the department decided to keep the wording as it was.
- D. General Education Advisory Council (Jamie Votraw)
- a. GEAC met in November
 - b. Dr. Van Gaalen and Dr. Patterson joined to discuss greater collaboration between standing committees.
 - c. GEAC is creating a toolkit to support faculty in understanding competencies; how to properly select, assess, etc.
 - d. A recommendation was made to add the WI designation to three creative writing courses.
 - e. An initiative to establish a WAC position is on-going.
- E. Learning Assessment Committee (Philip Allen)
- a. Team AASPIRE has a new team member, Gracie, who starts this month (January 2025).
 - b. Over 100 faculty members responded to the GenEd survey, action items regarding GenEd assessment will be sent out soon.
 - c. There has been some talk about forming a “Best Practices” committee to address how to avoid cheating on online assessments by circumventing ProctorU strongholds. More to come.
- F. Professional Development Committee (Katie O’Connor)
- a. Faculty members will be receiving and iconograph with all of the PD offerings.
 - b. The PD committee is still accepting applications for funds, make sure to get those in if you are traveling to a conference.
 - c. People can still apply to receive ancillary funds.
 - d. Scott Ortolano will be stepping down as chair of PD after this semester, elections will be happening.
- Other Committee Reports:
- G. Effectiveness Coordinator (Bill Kelvin)

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- a. I missed this meeting, but I don't think it was particularly impactful. The next thing we will do is general education assessment. We will review some assignments' instructions and assess how well the submissions conformed to the CREATIVE competencies' acrostic.
- H. Shared Governance (Jamie Votraw)
 - a. No report.
- I. Continuing Contract Committee (Dani Peterson)
 - a. The department subcommittees met with Bill Kelvin and Jamie Votraw individually in November. They completed their interviews and the paperwork was sent to the Duke DiPofi, the interim chair of the CCRC.
- J. HLC Updates/Capstone Updates (Katherine O'Connor)
 - a. HLC will be visiting this semester. Be on the look-out for PD to learn more about the visit and how faculty members can be prepared.
 - b. HLC requires a survey that the students will need to complete. Please remind your students and encourage them to fill out this form.

Events/Clubs Updates

- K. Battle of the Buccaneers
 - a. Bill Kelvin has successfully recruited one student to apply and got a link to her speech video. Steven Bianco provided text on [how students can easily access the link](#) to their videos on My Media. There is [a spreadsheet](#) where professors can add the names, contact information, and topics of potential applicants.
 - b. Katie O'Connor and Jamie Votraw have also successfully recruited students willing to apply.
 - c. Do we need email text / fliers to share with professors in other departments and recruit students? Bill can help.
 - d. There is a [list of duties that professors can signup for here](#).
 - e. Collaborating on a [document to share with professors](#) throughout SOAHSS and recruitment for students.
 - f. [Battle blurb Invite](#) to SPC students submit video for competition.
 - g. Jamie will soon be having a meeting with Dr. Summary regarding funds.
 - h. The faculty members discussed potential judges.
- L. Francophone Club (Dani Peterson)
 - a. There has been a change-over in students, so the faculty advisors (Dani Peterson and Myriam Mompont) are evaluating some potential events for the Spring.
- M. Italian Club (Alessandro Cessarano)

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- a. There were several successful events held in November.
- b. There was representation from the department at the Fall Preview.
- c. There was a successful first annual World Languages and Culture Festival.
- d. There was also a food demonstration in connection with the Capstone's Connections Week.

IV. Any other business

- A. SPC 1017 Updates (Ann Eastman)
 - a. Ann is working on the assignments (for example the discussions, updating assignments, and topic lists to align with the Social Media Certificate and for possible Bachelors program.
- B. Foreign Languages Update/Possible Certificate (Alessandro Cesarano)
 - a. Alessandro proposed created a certificate that would encourage students to take language classes.
 - b. He showed an example, the Valencia College Global Distinction Certificate. He talked about the potential for implementing a similar initiative at FSW.
 - c. This could be a way to integrate language courses, communication studies courses, and study abroad opportunities.
- C. New Adjunct Portfolio/Review Process
 - a. As a reminder there is a new adjunct review process.
 - b. There is a CTLE information session scheduled for January 24, 4-5 PM
- D. SoAHSS Updates
 - a. Fall 2025 Scheduling: Full-time faculty to submit preferences to Dr. Summary by January 24th.
 - b. 12-Week Term: Faculty encouraged to consider offering high-demand courses.
 - i. The department talked about how this might be a good opportunity for language courses; as a sort of "fast-track" option for native and heritage speakers.
 - c. HLC Student Opinion Survey: Open January 13-22; faculty encouraged to remind students.
 - d. HLC Site Visit: Scheduled for March 31st and April 1st.
 - e. Academic Continuity Committee: There was discussion on forming a committee for emergency preparedness.
 - f. Canvas Master Course Updates: If you want or need to make changes to online course master shells, please keep Dr. Page informed of those changes/revisions.

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- E. Syllabi for Summer and Fall (Reminders)
 - a. Faculty need to include clear policies on late work, attendance, AI usage, and academic integrity.
 - b. Faculty also need to include clear grade weights/percentages; also, those grade weights/percentages need to be made public on Simple Syllabus.

- V. Meeting adjourned at 3:30 pm