

Department of Communication Studies and Foreign Languages

Minutes

Friday, February 14th, 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. Minutes

- A. Minutes from the November 2024 and the January 2025 department meetings were approved.

III. Reports

Standing Committees:

A. Academic Standards Committee—Bill

1. Rozalind Jester took our Faculty Handbook draft and put it into Pressbooks. She suggested that it would work better for readers as well as editors. We agreed and voted to use Pressbooks moving forward.

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2. April Palmer suggested some changes to our draft of faculty policy toward being recorded in order to align it with newer state laws; we agreed to the revisions.
 3. One professor said many grading scales omit a range of scores that students can argue about – from 79 to 80, for example. If 80 is a B and 79 is a C, what about 79.5? We agreed that professors should put .99 into their grading scales to avert arguments—as in a C is 70 - 79.99.
 4. Some suggested we should have pluses and minuses like universities and will look into it.
- B. Academic Technology Committee—Alessandro
1. QM's Improving Your Online Course (IYOC) workshop will be offered at FSW for free.
 2. Save the date: FSW Online Symposium June, 12, “The Art of Humanizing Online Education”
- C. Curriculum Committee—Evan, Dani
1. The new language for the SPC 1017 and SPC 2608 (for the course descriptions) was presented at the January Curriculum Committee meeting. It was approved.
 2. For Fall 2025, the prerequisite for of ENC 1101 will be removed as a requirement for SPC 2608.
 3. Members of the department are looking into making some updates on the Mass Communication course. They will give updates as changes are made.
- D. General Education Advisory Council—Jamie, Dani
1. GEAC has a WAC coordinator position proposal drafted. It was introduced to the Faculty senate on 2/7. GEAC will do a final review of the proposal at the 2/21 meeting. The faculty senate is invited to join the 2/21 meeting. Once GEAC approves the final proposal, it will be sent to Dr. Bilsky for consideration.
 2. We are developing a GEAC toolkit - a resource for faculty working on course proposals. The learning assessment committee and Dr. Harris had offered to contribute ideas/resources for the toolkit.
- E. Learning Assessment Committee—Philip
1. We will be working on ways to collaborate with GEAC to ensure better alignment between faculty assessment tools and established objectives (as far as Gen Ed competencies are concerned).
 2. Dr. Amy Trogan is back facilitating Assessment 101. She will be working on new materials to include in the course and will be debuting those items soon.
 3. Also, according to Team AASPIRE, assessment data is being prepared now and should be arriving soon.

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F. Professional Development Committee—Katie

1. Turn in your apps on time. It is getting harder to accept late submissions. Write justifications and attend PD/ present PD to help with your rubric.
2. Reminder about next FPD Travel Fund deadline (Feb 28th)
3. <https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=53874> <- PD Request
4. [Link to infographic about upcoming PD](#) <-Contains all important links!
5. [Link to PD Ancillary fund](#) <- Get \$\$ for books and supplies. Up to \$150 per year.

Other Committees:

A. Effectiveness Coordinator – Bill

1. Effectiveness Coordinators are doing assessment right now on the Communicate and Evaluate competencies, reviewing how well the sampled assignment instructions conform to the competencies' rubrics and then how well the students' submissions meet the rubrics, within the confines of the assignment's guidelines.
2. PD Friday, 11am-12:30pm – Discuss assessment

B. Shared Governance—Jamie

1. Admin needs volunteers to read names at Graduation. The administration specifically asked Communication and Foreign Language to consider. The "reader" will be included in the program and have a spot on the stage.

C. Continuing Contract Review Committee—(Dani)

1. No report given

D. Capstone/HLC Writing Groups—Katie

1. HLC
 1. Save the Date: HLC Accreditation Preparation
 2. On Friday, February 28, 2025, FSW students, faculty, and staff will have the opportunity to participate in interactive preparation for the College's upcoming HLC on-site accreditation visit. Dr. Nate Southerland, an experienced HLC on-site reviewer and Provost at Santa Fe College, will be on the Lee Campus to lead informative sessions, including a mock Q&A and mini-dress rehearsal of what to expect when the visiting team arrives.
 3. All Faculty and Staff who have served as Criterion Writing Group Team members this year are especially encouraged to attend as we expect that you will be asked to meet with the visiting team when they arrive on March 31-April 1st. Session A for faculty (full-time and adjunct) will take place from 9:00 to 10:00 a.m. in U-102 at Lee

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Campus, with Zoom access available for other locations. Session B for staff and students will follow from 10:30 to 11:30 a.m.

2. Capstone Connections Week: <https://gamma.app/docs/Co-Curricular-Events-2gaavcv954v1wji?mode=doc>
 1. Tuesday, 2/18
 1. 10 am, Lee Campus, U 102 and Zoom- "AI: So What?"
Lecture by Dr. Sid Dobrin
 2. 5 pm, Charlotte Campus, Auditorium- "Scott Pilgrim vs. The World" Film Screening and Panel Discussion
 2. Wednesday, 2/19
 1. 11 am, Lee Campus, J Building Lobby- Community Partner Fair
 2. COOKING DEMO
 3. Thursday, 2/20
 1. 10 am, Hendry Glades Curtis Center, A Building, Community Partner Fair
 4. Saturday, 2/ 22
 1. 10 am, Corkscrew Swamp Sanctuary, Collier County *Sign up required: <https://docs.google.com/forms/d/e/1FAIpQLSc9-3yLzQaJpkbr68hkGvxerXxlybRR7Cd-3LYwjU9zXDb1vQ/viewform>

Clubs/Events:

- A. Battle of the Buccaneers – Anyone with updates
 - a. The department gave updates about:
 - i. Contestants
 - ii. Prizes for the winners
 - iii. Possible guest judges
 - iv. Events for the day of Battle of the Buccaneers
 - v. Strategies for stretching out the funds that we have available and how to spend them effectively
- B. Francophone Club – Dani
 - a. Dani Peterson and Myriam Mompont are re-evaluating the club model. Rather than having bi-monthly meetings, they are considering sponsoring monthly events. They will give more updates as events are planned.
- C. Italian Club – Alessandro
 - a. Biweekly Italian Conversation Table at Tuscany Market, Fort Myers.
 - b. Table at the upcoming Preview FSW on Lee campus.

IV. Department Updates/New Business

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- a. Commencement Updates:
 - i. Dr. Bilsky and Dr. Page are looking for people to help read names at the commencement ceremonies. If you are interested in helping to read names, please contact Dr. Page as soon as possible.
 - b. Textbook Adoptions
 - i. Textbook adoptions are set for the summer. Soon Dani Peterson will be meeting with Wendie Thompson to finalize textbooks for the fall semester. If you are making any changes please let the department know as soon as possible.
 - c. Course or Online Master Course updates
 - i. SPN 1121: Philip Allen and Alessandro Cesarno are updating SPN 1121 online master course. It should be ready to pilot in the summer and to be rolled out to the department for fall.
 - ii. SPC 1017: Ann Eastman has been updating the discussion topics, but if the department wants to update the online master course, there may need to be more faculty input.
- V. SoAHSS Updates/FSW Updates: Dani Peterson gave these reminders
- A. Dani Peterson mentioned these reminders during the meeting
 - a. For full-time faculty, Form 1 is due Friday, February 14
 - b. For full-time faculty, State of the College, Friday, February 28th
 - c. For adjunct faculty, the portfolio is due Friday, February 14
 - d. Add/drop window will be shortened in Fall 2025, as they are preparing for the new 12 week courses
 - e. HLC
 - i. HLC practice visit on Friday, February 28th
 - ii. HLC site visit March 31st and April 1st
 - f. OTOC Theme for 2025-2026 is "The Power of Story"; and the OTOC committee is always seeking input for events or activities that relate to this theme
 - B. Katie O'Connor posted the following updates on the department's google doc
 - a. CURC-
 - i. April 8th we have three things planned. Dr. Keri Watson's talk, the poster session, and Battle of the Bucs.
 - ii. Dr. George will be bringing in poet, Julie Marie Wade. We will use the poet and Prof. Brown's play as kick off events for the expo.
 - iii. Thursday, April 10th will be the Creative Capstone day.
 - b. Community Partner Basketball Game-
 - i. Saturday, March 1st at 2 pm. Katie is hosting 2 community partner agencies who will be bringing adults with disabilities to FSW for the



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game! I am hoping for 50+ participants. I'd love FSW faculty who can host and provide a friendly face.

VI. Meeting was adjourned at 3:51 pm