

Department of Communication Studies and Foreign Languages

Minutes

Friday, March 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. Reviewing February's meeting minutes is deferred to the March meeting.

III. Reports (These reports were given both in meeting and through a shared document.)
Standing Committees:

A. Academic Standards Committee—Bill

1. Martin came and talked to us about being prepared for the HLC meeting. Some people will be required to go to meetings and they are expected to attend after being invited. We should read the document they emailed us and the podcasts they are sending out.
2. We discussed the grade plus / minus issue more. Martin said it came up a long time ago and there was no change. He thinks we don't need to change it and it won't be changed.

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3. Bill brought up the fact that we need AI detectors – we used to have one TurnItIn—and it was taken away. I also mentioned that someone said ENC has one. Looking into it. I emailed Roz these concerns.
 4. addendum—Roz is against detectors and said FSW does not subscribe to them. She suggests we design our assignments so that it is more difficult for students to use AI unethically.
- B. Academic Technology Committee—Alessandro
1. FLVC 4-Week Series Online Teaching and Learning Excellence - March 31 - April 24
 2. FSW Online CoP - March 26th 10am
 3. Online Student Advisory Board
 4. Course Developments Request for Spring 2026 due April 1, 2025
 5. FSW Course Delivery Methods Infographic
- C. Curriculum Committee—Evan, Dani
1. Due to Spring Break, the Curriculum Committee meeting for March, is rescheduled for Friday, March 28th at 1:00 pm.
- D. General Education Advisory Council—Jamie, Dani
1. GEAC sought recommendations on a WAC proposal from the faculty senate executive committee, the English department, and GEAC. Following some discussion with administrators, GEAC decided to ask the full faculty senate for a vote of support to form a new standing committee. A standing committee could create a pathway for a permanent director position by demonstrating the need and value of a WAC position and creating data for the administration to cover. The full faculty senate voted 91% in support. Therefore, GEAC can now ask the Union to negotiate for a WAC standing committee during the contract negotiations.
 2. The new GEAC toolkit is under construction, with potential collaboration with Drs. Harris and Patterson.
- E. Learning Assessment Committee—Philip
1. No report
- F. Professional Development Committee—Katie
1. Scott Ortolano will remain chair of PD committee.
 2. Note about Late Applications: If you are submitting a late application, please include a brief narrative explaining why the application is late and noting why the application warrants consideration. Late applications are considered during the October PD Meeting (for 2nd quarter applications), during the February PD Meeting (for 3rd quarter applications), and during the April PD Meeting (for 4th quarter applications). Late 1st quarter PD applications are reviewed on July 1st by the PD Committee Chair and the Associate Dean for the CTLE (in conjunction with the VPAA). There has been a bout of workflow problems with FPD Travel Applications.

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Other Committees:

- A. Effectiveness Coordinator – Bill
 - 1. Assessment reports are coming in; departments are sharpening their narratives.
 - 2. We are also doing gen ed scoring.
- B. Shared Governance—Jamie
 - 1. There was no February meeting of Shared Governance
- C. Continuing Contract Review Committee—(Dani)
 - 1. No report
- D. Capstone/HLC Writing Groups—Katie
 - 1. We will be hosting a Capstone Summer Institute again. If you are not trained to teach Capstone but would like to be, I will make sure you have the link to sign up!
 - 2. To access HLC Prep Podcast 1, please click this link:
 - 1. https://fsw.mediaspace.kaltura.com/media/t/1_wkijaezi
 - 3. To share your examples on how YOU personally contribute to the HLC criterion, (& for a chance to win an iPad at the end of this week), please use THIS link to submit your response! (One entry per day)
 - 1. <https://docs.google.com/forms/d/e/1FAIpQLSdRjNmRZ3eEFkDD-Klm2xtHwQVNcvlqGPBzR5rtTJ40h-D78Q/viewform>
 - 4. The exact schedule of the HLC visit is not known, but, please make yourself available on Monday, March 31st and Tuesday April 1st.
 - 5. Please prepare examples of how you/your area fulfill your responsibilities in the context of your role.

Clubs/Events:

- A. Battle of the Buccaneers – Anyone with updates
 - a. Our five finalists have all agreed to participate.
 - b. Our guest judge is OmgItsWicks, contracts are completed and sent to the President's office!
 - c. Jim Acton was sent a request to be the faculty judge
 - d. Dr. Harris was sent a request to the admin judge
 - e. BoB is listed on Bucs Corner
 - f. A flyer will be available very soon for event promotion in your classes
 - g. Zoom link was requested
 - h. We might need some muscle to chat with Marketing. I sent in a request on 11/18 and followed up in February. I know they are very busy with HLC. I made a draft flyer along with draft images for social media and I am waiting on them to make adjustments.
 - i. The reception from CURC will be held right before our event.
 - j. I created a flyer as well as a TV and an instagram post. I also sent information to Steven for a Canvas Banner and have attached that as well. I asked Marketing for a promo video, video of the event (I told them I

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assumed they would be doing a video for the entire expo?), and social media posts. Unofficial drafts can be seen on the next page.

- B. Francophone Club – Dani
 - a. No report
- C. Italian Club – Alessandro
 - a. Extra-credit opportunity: Italian Culture Series
 - i. When: Thursdays, from 2:00 PM to 3:00 PM
 - ii. Where: K-214

IV. Department Updates/New Business

- a. Reminder about Common Assessments: Philip Allen reminded the Spanish faculty to use the updated assessment tools: Examen 4 (SPN 1120) and Examen 8 (SPN 1121). (The updated assessments have been updated in the online Master shells, but it would be good to just check and make sure.)
- b. Reminder there are several upcoming events related to our department:
 - i. Battle of the Buccaneers, April 8th
 - ii. Italian Culture Series (Thursdays at 2:00 pm)

V. SoAHSS Updates/New Business

- a. Dani Peterson reported some information that was mentioned during the SoAHSS meeting.
 - i. The HLC site visit is scheduled for March 31st and April 1st. Please be available for the meetings and come prepared by listening to the podcasts and thinking of examples in your own field.
 - ii. At the SoAHSS meeting, RSI was mentioned, and in the department meeting there was a small follow-up discussion the importance of RSI (Regular and Substantive Interaction) in online classes.
 - iii. On Charlotte, if your office is in the H building, you will need to pack up your office by the end of the semester (because FSW is going to refresh that building).
 - iv. On Collier, if your office is in E or F, you will need to pack up your office by the end of the semester (because of the building refreshes there, too).
- b. There will be three graduation ceremonies this year.

VI. Meeting was adjourned at 2:40 pm.