

Department of Communication Studies and Foreign Languages

Minutes

Friday, April 11th, 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			
Lindsay Carr	x		
Juniace Etienne			
Eliut González			
Marisol Hernandez-Soto			
Ladan Jalinousi			
Bobby MacPhail	x		
Courtney Lanute			
Claudia Marques-Resendiz			
Carol Roark	x		
Michele Smith			
Norman Toback	x		
<u>Student Success Advisor</u>			
Lynne Belliveau	x		

I. Meeting came to order at 2:00 pm

II. Minutes

- A. February meeting minutes reviewed and approved.
- B. March meeting minutes reviewed and approved.

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

Standing Committees:

A. Academic Standards Committee—Bill

1. The discussion in the meeting centered around AI and detecting AI, Bill summarized that meeting in these points.
 1. AI Detectors don't work due to rates of false positives, and the tools are prone to bias. There is no policy against faculty using free tools, but there are concerns to the problems mentioned.
 2. FSW provides ToolKits on Canvas to help faculty learn more about services and technology at FSW.

Department of Communication Studies and Foreign Languages

Minutes

3. The answer to AI seems to be pedagogical and cultural, not technological.
- B. Academic Technology Committee—Alessandro
 1. There will be a Summer Institute, Alessandro shared the promotional flyer.
 2. The committee is searching for an alternative proctoring service and is considering Honorlock.
 3. There is an Online Student Advisory Board that gives feedback about online course offerings.
- C. Curriculum Committee—Evan, Dani
 1. In SoAHSS, an Art History course was renamed and some of the learning outcomes were updated, but there were no curricular actions taken that will affect Communication Studies or Foreign Language courses.
- D. General Education Advisory Council—Jamie
 1. The Writing Across the Curriculum (WAC) coordinator position proposal was approved by the full faculty senate and subsequently brought to the Union. The Union will be negotiating for a WAC standing committee in the contract negotiations this summer.
 2. A detailed rationale was sent to both the Faculty Senate and the Union, for more details on that, please contact Jamie Votraw.
 3. The GEAC ToolKit is under construction. If anyone wants to self-enroll, here is the link: <https://fsw.instructure.com/enroll/L84EYW>
- E. Learning Assessment Committee—Philip
 1. There was a very brief meeting. Assessment 101 will continue over the summer, so faculty are encouraged to continue to work on completing this course during the coming months if they would like to/need to for DEV 101 requirements.
- F. Professional Development Committee—Katie
 1. Scott Ortolano was approved by the VPAA to chair the committee for another two-year term.
 2. Dr. Katie O'Connor has agreed to serve as interim chair for the fall semester while Ortolano is on sabbatical.
 3. There are a few upcoming events:
 1. CTLE's 3rd Annual Conference on Teaching and Learning
 2. FSW Online's Summer Camp
 3. Ancillary Fund
 4. Reminder about application windows for PD travel funds.

Other Committees:

- A. Effectiveness Coordinator – Bill
 1. The general scoring was completed, and the results are under review.
 2. Faculty are expected to review the results and connect assessment results to continuous improvement plans.

Department of Communication Studies and Foreign Languages

Minutes

3. Reports are due in late August, though early progress is encouraged to avoid the start-of-semester rush.
- B. Shared Governance—Jamie
 1. Shared Governance did not meet in March. The next meeting is scheduled for April 24th.
- C. Continuing Contract Review Committee—(Dani)
 1. Congrats to Jamie Votraw and Bill Kelvin for completing the Continuing Contract Review Process.
- D. Capstone/HLC Writing Groups—Katie
 1. The college received positive preliminary feedback from HLC; results will be confirmed later in the year.
 2. A Capstone Summer Institute will be held May 5 – 9 (11:00 am – 2:00 pm, on the Lee Campus, room H-117) to train faculty interested in teaching the Creative Capstone Course.

Clubs/Events:

- A. Battle of the Buccaneers – Anyone with updates
 - a. Congratulations on a successful event. Here was some of the discussion regarding BoB
 - i. There was a lot of effort on the part of faculty to organize and prepare the event. (Thank you to everyone who took on tasks and made the event possible.)
 - ii. From the student winners: there were effective uses of visual aids, students assisted each other with the clickers during the event, and there were a few hiccups with microphones and Zoom logistics during the event.
 - iii. Some things to consider for the future: explore funding for microphones, consider the Zoom audience (pros – it may eliminate stress for the speakers and the emcee, cons – it may limit the audience and discourage attendance), bring back food to
- B. Francophone Club – Dani
 - a. Due to limited participation, instead of a formal Francophone Club during the next academic year, the plan is to create more faculty-sponsored events, rather than a student-lead club.
- C. Italian Club – Alessandro
 - a. Italian Club events were successful this academic year and had good student participation. There are a few events at the end of the semester. But there are plans to resume in Italian Club activities in the Fall.

IV. Department Updates/New Business

- a. Assessment in the department:
 - i. Foreign Languages

Department of Communication Studies and Foreign Languages

Minutes

1. Spanish faculty are reminded to use the updated assessment tool for the common final in SPN 1120 and SPN 1121.
 2. The Italian courses will continue with the current assessment tool.
 3. The French assessment tools are under construction and will be updated in the fall.
 - ii. Communication Studies
 1. The faculty discussed whether a new assessment tool should be created for SPC 1017 to both differentiate the course from the SPC 2608 and to reflect the learning outcomes in the certificate. The faculty decided to revisit this discussion in the fall.
 - b. Department reminders:
 - i. Final grades are due Thursday, May 1st, by noon.
 - ii. The summer full term and mini-A term begin May 12th, and summer mini-B term begins June 24th. Faculty members teaching during the summer need to submit their syllabi before those dates.
 - iii. Here are some things to remember when submitting the syllabi:
 1. Clear policies (attendance, AI, plagiarism, cheating, etc.) especially if violations result in grade reductions or failures.
 2. Grading policies/grading schemes should be clear and transparent (faculty also need to include either grade percentages or grade points)
 - iv. Graduation will be May 2 at 9:30 am.
 - c. Philip Allen has accepted a position at another university. Congratulations to him; he will be missed.
 - d. The faculty discussed the declining student enrollment in both the Communication Studies courses and the Foreign Language courses. Here are some suggestions that were proposed:
 - i. A certificate in Foreign Languages (a "Global Distinction" certificate)
 - ii. Increasing department visibility (marketing, web presence, and student outreach)
 - iii. Pathways developments
 - iv. Advising materials or flyers (marketing to career opportunities, the soft skills developed in our courses, etc.)
- V. Meeting was adjourned at 3:25 pm.