Communication Department Meeting  
May 21, 2014 - 26D 1220 4:30pm

In attendance: John Vitullo (Chair), Danny Cantrell (notes), Liesel Reinhart, Jeff Archibald, Roger Willis, Julie Laverty, CLS Ferguson, Kenny Klawitter

I. General Announcements
   A. Welcome!

II. Action Items
   A. Approve April Minutes
   B. Chair Election – John unanimously reelected. John was recognized for his outstanding work during the past year and thanked.
   C. SPCH 90 (see attached): EDC likes as standalone course – John provided email from Michelle. If a SPCH 90 linked with SPCH 1A, then a section needs to be offered unlinked. VP Instruction has said the class won’t be scheduled as a standalone. Jeff mentioned that CTE may add it into their certificate programs. Department is in favor of answering EDC’s concerns and John will pursue.
   D. Requests to Fill: The department would like John to prepare at least two full-time non-forensics positions but are open to more if Dean suggests.

III. Department
   A. New Full Time hires: Offers have been made to Roxan Arntson (Forensics) and Julie Laverty (Non-Forensics). The candidates have accepted and are in the HR stage of their hiring processes.
   B. Office Spaces: Discussed office assignments for next year. John suggested making front area the office assistant area.
   C. President’s Award ($2000) Congrats and thank you Liesel. Award was for closing the loop since Comm was one of the first departments to have an SLO committee, use SLO data to revise textbook, develop SSSC, and start with speech learning committee.
   D. Stacy Bradshaw appointed to Governmental Affairs Advisory Committee.
   E. Teachers Prep: John suggested Roger’s 10:45am section will be designated as a teachers prep section. Julie mentioned that SPCH 8 would be a good fit as well.
   F. Winter (due the end of June) and Spring (due the end of July) Schedules. Discussed adding back a section of forensics. SPCH 15 might be the best fit.
   G. Journalism Meeting (4/30): John met with Journalism and counseling and reassured Journalism that we will send students interested in journalism to those classes.
   H. Adjunct Evaluations-Thank you! All are done. John is doing the final meetings. Julie will work with John on a sample adjunct summary evaluation.
   I. SLO’s and GEO’s on the web site? Danny will post them on the website. All should be on website.
   J. Start with Speech: Nothing is scheduled for Fall 2014. John will follow up with instruction.
   K. Aligning non SPCH 1A courses with CID (Jeff): John will send reminder for everyone to lookup CID.
   L. Trash: John is investigating the issue.
   M. Purchasing: Let’s SPEND!

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Remaining for office supplies $1,131.12
Remaining for presentation supplies $1,068
Remaining for books, DVDs, and CDs $828.38
IV. Division News
A. Need to begin focusing on program level outcomes. Focus on SPCH 1A, 2 & 8. Since all degrees require SPCH 1A we are a part of all PLO.
B. Division is working on a criteria sheet for vetting RTFs
C. Discussion of writing a Senate resolution that supports departments automatically getting a replacement for candidates that do not make it through the tenure process. John, Danny & Liesel will work on authoring one.

V. Curriculum (SIC)
A. SPCH 7 and 7H: Jeff and John will meet to revise.

VI. Outcomes (SLO/GEO)
A. CLS and Vitullo met and updated.
B. Roger and CLS completed SPCH 18.

VII. Reports
A. Faculty Association (Jeff): Elections were held – see Jeff for results. Negotiations may not finish before end of semester. Appreciation day is 5/30 (10:30-2:00pm) but RSVP by this Friday to be in running for iPad.
B. Senate (Jeff): Senate faculty manager recognition next Wednesday at 3:00pm 5/28 at Clark. Phil will be recognized as outstanding faculty member. Josh & Sowmya will be student hosts.
E. SPCH 1A Coordinators (CLS, John): May need additional coordinators. Discuss syllabus template for catalogue, plagiarism, etc... Senate also recently passed recommendations. Senate also passed best practices for student feedback. Liesel recommended a flex-day workshop on outline idol. Liesel also suggested creating a standard assignment format for reflective essay, speaker critique, etc... Discussed sharing writing assignments beyond outlines at flex-day.
F. Forensics (Roger): Auditions for Fall 2014 will be coming up soon. Please send us your students. China was a great success. Banquet will be June 3 at 6:00pm. ARTa was a great success.
G. Communication Club (Danny): No report.
H. Scholarship Committee (Roger, Liesel): No report.
J. Part-Time Hiring Committee: No report.

Upcoming Events/Future Meetings

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<td>Department Meeting</td>
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