

Communication Department Meeting

April 22, 2015

Present: John Vitullo (Chair), Julie Laverty, Roxan Arntson, Danny Cantrell (notes), Ken Klawitter, Roger Willis-Raymondo, Jeff Archibald

I. General Announcements / Welcome

- A. Communication Club discussed their leadership retreat from the January event. Students learned leadership theory, planned the spring semester, and helped grow the communication skills of the students who attended.
- B. **Roxan** was congratulated on her upcoming baby arrival!

II. Action Items

- A. **Approved** March Minutes
- B. Department Chair nomination: Roxan nominated **John Vitullo**, it was seconded. Election will be at the next meeting.

III. Department

- A. Fall Textbooks: forms were distributed and reviewed.
- B. New Department Assistant will be hired shortly.
- C. Textbook Books Sold: **John** discussed books sold by Day and Nite over Winter and Spring 2015.
- D. Winter Schedule: **John** distributed the schedule for review. Discussed bringing in honors director for discussion of the number of honors classes needed.
- E. Adjunct Evaluations: A few have been done – please get signed copy of H.4 email a digital copy of the H.4 to **John** can complete the H.8 form. Please meet with the adjunct within one week after classroom visitation.
- F. Poster Session before Board Dinner – 3/31 5:30-6:30PM Founders Hall: **John** and Sarina Wang (forensics student) attended and it went very well. Board members were very impressed with the program.
- G. ARTa: Celebrity judges have been lined up. Need judges – prefer volunteer since payment is very difficult. Suggested adjunct faculty as potential judges. Kenny reports everything is moving along nicely.
- H. Ralph Eastman: still waiting on confirmation to have recognition of his retirement.
- I. PIE: Discussed need for new building, cameras, and full-time faculty. John is happy to get help from department. Jeff advocated for an external condition of lack of qualified adjuncts and institutional support is additional faculty. Discussed the need for one-year temporary position. John will discuss with Jim putting in one year temp. Jeff discussed need for better classroom desks, building conditions, SSSC technology, SSSC space, etc... please send John any ideas.
- J. International Travel (task force): Have not met yet – will meet before May department meeting.
- K. Start with Speech: nothing new.

IV. Division News

- A. Hiring Committees
 - 1. All members must be EEO trained.
 - 2. Members may now write letters of recommendation.
- B. We were thanked for presenting at the poster session.
- C. Resource requests brought to the May meeting

V. Curriculum (SIC)

- A. Persuasion: Will postpone for now.
- B. 90 and 90 H: 1 unit course proposed to align with SPCH 1A for anxiety reduction. Moved to stage 1. Will return to the discussion at the next meeting.
- C. Articulation: John received requests for aligning courses with CSU.
- D. No courses up for 4 year review.

VI. Outcomes (SLO/GEO)

- A. Roxan, John, and CLS are completing SLOs for SPCH 26 this semester.

VII. Reports

- A. Faculty Association (Roger): English department raised concerns about voting on contract during the summer. Proposal to have fewer evaluations for part-time faculty. Other tentative agreements – ask Jeff if interested. Elections are going on right now. Putting on the hits is this weekend.
- B. Senate (Danny): Jeff reported that elections are Thursday. Senator at large ballots will be coming out shortly – please vote via portal.
- C. SSSC (CLS)
 - 1. If you are interested in leading a workshop for the SSSC for fall, please inform CLS.
 - 2. Workshops and Events This semester:
 - i. A HUGE thank you to Julie Laverty for leading THREE workshops this semester!
 - ii. Speech & Sign Soapbox: Coming in May
 - 3. We have requested funding for summer.
 - 4. Usage is UP! This semester, we have had 346 unduplicated students visit for 176 hours of sign tutoring, 123 hours of speech tutoring, and 2051 hours of lab usage (for all reasons combined).
- D. Leads: nothing to report.
- E. Textbook: Need to put together a committee to revise the SPCH 1A textbook to discuss idea that the 'authors' listed would be the 'Mt. SAC Communication Department,' payment for authors, etc... Roxan, Roger and John volunteered. John will also contact part-time faculty. Discussed need to pay faculty for work over summer (somewhere between \$500-\$1000).
- F. SPCH 1A Coordinators (CLS, John): nothing to report.
- G. Forensics (Roger): PRP was a great success! 3rd place overall, we won 20 total awards (5 gold, 5 silver, and 10 bronze). Press release went out today. Evening with RT next Tuesday, performances next Friday, 28 building auditorium. ARTa is May 2-3 here at Mt. SAC. China trip is coming up May 4-13. Banquet has been moved to 6/2 5:30-7:00pm. Auditions will be coming up and you should have the dates and times in your email. Please send students to Roxan for audition times.
- H. Communication Club (Julie): Club is doing well, heading up speech & sign soapbox. Wednesday, May 27 at 5pm in 9C. Flyer will be in your box. Four-year university tours will be coming up at UCI and CSUF.
- I. Scholarship Committee (Roger, Liesel): everyone got their scholarships. Roxan will be taking over Roger's position.
- J. Intramural (Kenny): Roger will run tab. Need to sign up forensics judges. Thursday 6/4.
- K. Part-Time Hiring Committee: Still need people.

Upcoming Events

(Let me know if you would like something added.)

March				April			
3/18	Department Meeting	4:30-6:00PM	26A-1640	4/15	Department Meeting	4:30-6:30PM	26A-1640
3/24	Evening with Forensics	7:00-8:30PM	13-1700	4/1-12	Phi Rho Pi Nationals		Cleveland
3/31	Poster Session for BOT	5:30-6:30PM	FH	4/28	Evening with Readers Theatre	7:30-9:00PM	13-1700
May				June			
5/1-3	ARTa		Mt. SAC	6/2	Forensics Banquet	5:30-7:00	FH
5/4-13	China		China	6/4	Intramural	3:00-7:00PM	TBA
5/20	Department Meeting	4:30-6:30PM	26A-1640	6/10	Department Meeting	4:30-6:30PM	26A-1640
				6/12	Graduation		