

**Communication Department Meeting
December 10, 2014**

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

I. General Announcements / Welcome

II. Action Items

- A. **Approved** November Minutes.

III. Department

- A. Fall Schedule was distributed and reviewed.
- B. Intramural : Thanks to Kenny & John for directing the intramural. Thanks to Danny & Roger for handling tab. Thanks to Julie & the Comm Club for taking care of the food. Julie & Roxan discussed hosting a summer intramural in the future.
- C. Thank you Josh! The department thanked Josh for all of his hard work over the past year.
- D. Welcome Jasmine Paek – Jasmine was introduced as the new department assistant.
- E. Department Scheduling Committee: John explained that other departments on campus handle class scheduling. May be better to build the blank schedule than assigning professors. Discussed reviewing the course rotation plan. Committee will look into what courses will be offered, at what times, and revisit course rotation plan. Department does not support create the committee.
- F. Start with Speech: nothing to report. Discussed the need for the program.

IV. Division News

- A. Winter planning retreat: January 23, 9:00-1:00 – Kellog West.
- B. HR and Adjunct Hiring: Discussed the problems with the process of hiring adjunct instructors. John is finished with spring class assignments.

V. Curriculum (SIC)

- A. Persuasion: Danny presented a first draft of persuasion class. Discussed revisions to the draft. Discussed the overall need for the class within the department and the rationale.
- B. SPCH 90: returned to stage 1.

VI. Outcomes (SLO/GEO)

- 1. Thank you Julie Laverty for assessing SLOs for 2 & 8. New data will be posted on tracdat this week.
- 2. Thank you, Roxan Arntson for volunteering to work on SLOs for 26 with the part timers teaching in winter or spring.

VII. Reports

- A. Faculty Association (Jeff): Nothing significant to report. Joan is the incoming Vice President. Richard Meyers takes over as a new director. Discussed new calendar for 2015-2016.
- B. Senate (Danny): Student equity planned – as passed includes dedication for Phil Maynard.
- C. SSSC (CLS)

1. Some of our workshops have had low attendance this semester, though students have given positive feedback. Please email CLS at cswift@mtsac.edu with your preferences for scheduling in spring, and if you are interested in leading a workshop. Discussed a desire to refer students to tutoring/workshops. Please contact CLS. Various professors signed up for times and topics.
2. Thank you and congratulations to Professor Roger Willis-Raymondo for having the highest attendance of a workshop this semester. Over 40 students showed up!
3. Speech & Sign Soapbox: We will have another in spring.
4. SSSC is working with SIGN and Humanities and Social Sciences Division to possibly host the White Space Poetry Project in spring as a campus wide event.
5. We were very busy this semester. Thank you for sending your students, and please continue to do so.
6. Discussed need to open the SSSC earlier for morning classes. CLS explained her opening and closing times plans. Liesel also brought up need for Friday hours
7. Discussed the need for the SSSC to be helpful for students earlier in the semester so it's not a crunch at the very end of the semester. CLS brought up budget crunch and discussion about apportionment.
8. Discussed video recording the workshops in order to post it online. Some professors were hesitant.
9. Winter Hours: Week 2 – M-Th 10am-4pm. Discussed need for week 1 hours and/or more hours for black history month speech contest.
- D. Leads: Julie had first opportunity to lead professor with speech 2.
- E. Textbook: If the department wants to publish in 2016, we may need to start revisions next year. Asked John to follow up with WIN center on copying textbook.
- F. SPCH 1A Coordinators (CLS, John): nothing to report.
- G. Forensics (Roger): Hosted Fall Championships. Thanks to Jeff & the coaches for hosting. Thanks to Julie for handling the breakfast on Sunday morning. Kenny will help with directing RT. Discussed attending NFA. Discussed hosting Fall Championships. Thanks to John for helping with SPCH 15.
- H. Communication Club (Julie): Fall went really well. Students want to do more speaking activities. A few students are switching to communication majors. Coordinated with other clubs on the flash mob. Holding the leadership retreat in January. **Approved an additional \$500 (not to exceed \$1,500 total) if needed for food given that AS is not able to match funds given timing of request. Would like comm. club members to come in Spring and give a report.**
- I. Scholarship Committee (Roger, Liesel): Informed the students who won the awards at the intramural awards ceremony. Roger sent all the information up to the division. Department awarded approximately \$3,500 total. **Approved** that extra money not awarded could go to international travel support. Thanks to Roger for coordinating the committee.
- J. Intramural (Kenny, John): Thanks to Kenny and John for coordinating the intramural. Thanks to the comm. club for handling all the food. Potentially find alternate rooms for Thursday classes so the intramural can all be in the 26D building.
- K. Part-Time Hiring Committee: hiring two new people – Scott Tuggle & Sean Conner.

Next meetings scheduled for March 11, April 8, May 13 2015.

Upcoming Events

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

September				October			
9/10	Department Meeting	4:30-6:00PM	26D-1220	10/8	Department Meeting	4:30-6:30PM	226D-1220
	BT Meeting	6:30PM	FH				
9/20	Forensics Summit	?	Reinhouse				
November				December			
11/12	Department Meeting	4:30-6:30PM	26D-1220	12/4	Intramural	3:00-7:00PM	TBA
11/18	Evening with Forensics	7:00-9:00PM	13-1700	?	PT Recognition	7:00PM	TBA
				12/ 5-7	Fall Champs (IE)		Mt. SAC
				12/10	Department Meeting	4:30-6:30PM	26D-1220