

**Communication Department Meeting
March 18, 2015**

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

I. General Announcements / Welcome

- a. Julie and Jeff talked about the trip to Spain. Julie had presents for everyone.

II. Action Items

- A. **Approved** December Minutes as amended.

III. Department

- A. Summer Textbooks – John will sign for all SPCH 1A. Other classes were signed off.
- B. Fall Schedule was reviewed and double checked.
- C. Winter Schedule was reviewed and discussed. Discussed the number of honors classes needed.
- D. Adjunct Evaluations (see attached). Various people volunteered.
- E. Poster Session before Board Dinner – 3/31 5:30-6:30PM Founders Hall. Discussed making a poster board and asking Sarina & Erin to represent the team. Discussed putting China pictures.
- F. ARTa: Discussed the tasks needed to be done. Brought up the need for a separate meeting. Discussed the need for guest judges.
- G. Ralph Eastman is retiring from Mt. SAC. Discussed inviting him to a department meeting to thank him for his service. John and Liesel will coordinate.
- H. International Travel (task force): Discussed the need for the department & forensics coaches to come to an agreement on international travel. John, Roxan, Jeff, Roger, CLS all volunteered.
 - 1. Student contribution reimbursement. Department **agrees** to reimburse the student whose passport was expiring and unable to attend.
 - 2. Discussed need for proposal for students to receive money back.
- I. Intramural: June 4, 2015 – John/Kenny will be TD. Julie can help out with communication club. Danny will handle tab.
- J. Start with Speech: VP instruction has indicated it is not dead yet – thinking about ways to work it into the schedule in the near future.

IV. Division News

- A. Enrollment: Overall was up, but spring was down. Our department fill rates were excellent.
- B. Senate Criteria for ranking new positions (Jeff): Jeff presented the criteria the senate used.

V. Curriculum (SIC)

- A. Persuasion: Need to write it by May 31. Discussed that Moorpark recently added a persuasion class. Should be able to add to AA-T since it's in the transfer model curriculum. Will present curriculum next semester. Discussed the possibility of creating a professional communication certificate that would include persuasion, 26, and 8.
- B.

VI. Outcomes (SLO/GEO)

- a. SLOs are now posted for 2 & 8
- b. Roxan, John, and I will be assessing SLOs for 26 this semester.

VII. Reports

- A. Faculty Association (Roger)
 - a. Concern over right to work laws and problems of union participation.
 - b. Tenured faculty will be student evaluated all years (2 & 3 will be online as a pilot project).
 - c. Putting on the hits is coming up.
 - d. Elections are coming up – ballot will be in your campus mailbox.
- B. Senate (Danny)
 - a. Elections coming up – Senator at Large. Jeff is running for VP.
 - b. Discussed Counseling Liaison proposal – a counselor will be assigned to the communication department mostly for faculty connection. The idea is **not** to send all our comm. students to this particular counselor.
 - c. No SPCH courses are past due.
 - d. Early Alert changes – positive notes now available.
 - e. Institutional Learning Outcomes versus General Education Outcomes – 4 ILOS (Communication, Critical Thinking, Information and Technology Literacy, ____). Department voted to support the motion at the next senate meeting.
 - f. EEOC plan available to review.
- C. SSSC (CLS)
 - a. Workshops and Events This semester:
 - i. Julie Lavery: 3/31 12-1 in 26A 1811: Outlining
 - ii. Julie Lavery: 4/7 12-1 in 26A 1811: Delivery
 - iii. Roxan Arntson: 4/14 12-1 in 26A 1811: PowerPoint
 - iv. Tutor-Led Workshops to be announced next week, after our staff meeting this Friday.
 - v. Open House: Coming in April
 - vi. Speech & Sign Soapbox: Coming in May
 - b. Meeting with ASL Professors: David and I met with Margo Cienik and Robert Augustus over the weekend to discuss SSSC usage limits and verifications.
 - c. Usage is UP! In our first 18 days of being open, we have had 227 unduplicated students visit 669 different times for 46 hours of sign tutoring, 70 hours of speech tutoring, and 777 hours of lab usage (for all reasons combined).
- D. Leads
 - a. Nothing to report.
- E. Textbook
 - a. Report next time with possible revisions.
- F. SPCH 1A Coordinators (CLS, John)
 - a. Nothing to report.
- G. Forensics (Roger)
 - a. Thanks to Julie & Jeff for taking 7 students to IFA. IFA press release sent out today to campus community.
 - b. CCCFA: 5th place overall, great individual results. Danny elected President-elect of CCCFA.

Department of Communication

- c. Evening with Forensics next Tuesday 7pm 13-1700 – info, pers, imp, duo, ste, drama, poi.
- d. Mock Nationals Saturday 3/28 9am-3pm – would love your help to give students feedback.
- e. PRP – leaving 4/1 – thanks to John for covering our judging & Kenny for coming out to work with IT & students during prep workshop.
- f. Thanks for support for China trip – prices are coming down – tickets were almost 650\$ less than anticipated and & Harbin hotel \$25 less per room per night.
- g. Evening with RT Tuesday 4/28 @ 7:15pm. Banquet 5/26 from 5-7pm – all faculty invited.
- H. Communication Club (Julie)
 - a. Leadership retreat went great – spent about \$1200. One of the leaders being courted for AS presidency.
 - b. 5 minute presentation next month at department meeting.
- I. Scholarship Committee (Roger, Liesel)
- J. Intramural
- K. Part-Time Hiring Committee

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	7:15-9:00PM	13-1700
May				June			
5/1-3	ARTa		Mt. SAC	6/4	Intramural	3:00-7:00PM	TBA
5/4-13	China		China	6/10	Department Meeting	4:30-6:30PM	26A-1640
5/20	Department Meeting	4:30-6:30PM	26A-1640	6/12	Graduation		
5/26	Forensics Banquet	5:00-7:00PM	FH				