

Communication Department Meeting

March 12, 2014

26D 1220 4:30-6:30PM

In attendance: John Vitullo (Chair), Ken Klawitter, Liesel Reinhart, Jeff Archibald, Roger Willis, CLS Ferguson (notes for Daniel Cantrell who is with the forensics team at the State Championship)

I. General Announcements

- A. Welcome!

II. Action Items

- A. December Minutes were approved unanimously.

III. Department

- A. Summer and Fall Schedules were circulated.
- B. Adjunct Evaluations: Each full time faculty member will evaluate two or three part time faculty members.
- C. Non-Forensics Position/Committee and Timeline: Brochure copies were distributed. We would like to close the position: 4/15 Vitullo, Klawitter, Reinhart, Archibald, Ferguson have volunteered to serve.
- D. Phillip Maynard Scholarship: There is a proposal to have an endowed scholarship. We need 12,500 to endow a \$500 scholarship. If funded, the scholarship committee will draft criteria for a department Phil Maynard scholarship.
- E. Black History Month Contest: Concerns brought up by J. Edward will be addressed in the fall.
- F. Honors Contest: A great success! Thank you and congratulations to everyone involved!
- G. Articulation of 20-CSU San Marcos, San Jose State: Yes to San Marcos, and we wonder why we don't already articulate to San Jose.
- H. Theft: Liesel and Kenny's laptop were stolen. John demonstrated the most secure way to lock our office doors to prevent theft in the future.
- I. Spring Intramural (Director, Date): Kenny & CLS, 6/5.
- J. Start with Speech: Liesel and John will meet to discuss its relationship to Title 5.
- K. Instructional Supplies (deadlines coming up): Submit to John ASAP.
- L. Chair Elections (Nominations in April; Elections in May): Please turn in evaluations for John Vitullo to the division.
- M. Goals: John distributed past goals, and we should submit proposed changes to John.

IV. Division News

- A. Winter Retreat (January 24): John attended
 - 1. Growth Planning (3-4% for next year): We have many more sections of SPCH 1A and other courses.
 - 2. Prioritizing (see attached): There is now a codified process for adding classes.
 - 3. Roll-over Schedules
 - 4. Consistency in Honors Classes: Honors would like a rotation of courses.
 - 5. Title 5 (\$)
 - a. Start with Speech
 - b. Boot Camps
 - c. Soft links
- B. Requests to Fill: Four non-forensics positions.

V. Curriculum (SIC)

- A. SPCH 90: Tabled at C & I: Liesel and John will discuss.
- B. Anything new or modified must be done by May 1.: October deadline is gone.

VI. Outcomes (SLO/GEO)

- A. We should close out any items on the 5th column and move forward.
- B. List SLOs and GEOs on our web page: CLS will email to Danny.
- C. Results of “5 Speeches” SLO: we discussed. We need to clarify the reporting form. There is the most rigor in our informative and persuasive speeches. Our faculty are assigning at least five speeches, and most of our students are completing most of our speeches.
- D. Results of “Eye Contact” SLO –We will table until next year.
- E. SLOs for SPCH 1A are complete.
- F. SLOs for SPCH 15, 16, & 17 are complete.
- G. Need SLOs for SPCH 18 & 20 this semester.

VII. Reports

- A. Faculty Association (Jeff): Voting on calendar for 15/16. Congrats to Julie Lavery for representing the Communication Department in Puttin’ on the Hits!
- B. Senate (Jeff): Liesel got appointed to faculty ranking and campus leadership task force. Hours for forensics has gone through.
- C. SSSC (CLS)
 - a. Thank you to Professor Evelyn Hill-Enriquez for her training session on Audacity software and other materials for ESL students in the SSSC as well as the \$1000 increase for speech tutoring.
 - b. Speech *and Sign* a Rama is in progress.
 - c. Thank you to all who responded to my email. If you have not answered yet, you can still send me answers to these:
 - i. If you were permitted to, would you require your students visit the SSSC at any point in the semester?
 - ii. If so, for what purpose (i. e. film a speech, work on delivery with a tutor, view speeches, have outline reviewed by a tutor, etc.)?
 - iii. What hours/days do you think would best serve your students?
 - d. SSSC Hours for spring M 9-5, T 9-7, W 9-5, Th 9-3.
 - e. We would love to have your classes come for a tour, or our tutors can come to your classroom. Please contact me if you would like to schedule one of these. cswift@mtsac.edu
 - f. We plan to have an outline workshop and a delivery workshop this semester. Dates TBD.
 - g. I have requested a number of reports from the research department to help determine correlation between lab use and student success.
- D. Textbook: No Report
- E. SPCH 1A Coordinators (CLS, John)
 - 1. New Adjunct Orientation on February 21: 12 New faculty and two returning faculty attended. It was well received. Faculty helped each other.
- F. Forensics (Roger): Danny and five forensics students are at state, the rest of the students will leave for Paris on Saturday. Jendi Samai is going to Washington DC to compete at the Interstate Oratorical Association. Roger will compile an aggregate summary of the forensic year.

- G. Communication Club: Is meeting.
- H. Scholarship Committee (Roger, Liesel): Information has been resubmitted for earned scholarships.
- I. Intramural: Kenny & CLS.
- J. Part-Time Hiring Committee: More to be interviewed soon.

Upcoming Events/Future Meetings

March 2014				April 2014			
3/12	Department Meeting	4:30-6:30PM	26D-1220	4/16	Department Meeting	4:30-6:30PM	26D-1220
3/25	Evening with Forensics	7:00-8:30PM	13-1700	4/29	Evening with Readers Theatre	7:00-8:30PM	13-1700
May 2014				June 2014			
5/7	Department Meeting	4:30-6:30PM	26D-1220	6/5	Intramural?	3:00-7:00PM	
5/2-4	ARTa			6/11	Department Meeting	4:30-6:30PM	26D-1220
				6/13	Commencement		