

**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!

P0031188	Sac Book Rac	\$1,131.12 remaining for office supplies
P0034299	Sac Book Rac	\$1,068 for presentation supplies
P0031219	Vroman's	\$828.38 remaining for books, DVDs, and CDs

P0034300 Black Book Depot \$500 for presentation supplies

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 RTF's
- 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.
- C. SSSC (CLS): Working on getting interpreters for Speak-A-Rama. Research department looking into impact on students.
- D. Textbook: no major changes to textbooks. Tentatively plan on new edition for Fall 2015 – potentially electronic.
- 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.
- I. Intramural: 6/5 – Kenny & CLS all set.
- J. Part-Time Hiring Committee: No report.

Upcoming Events/Future Meetings

May 2014				June 2014			
5/21	Department Meeting	4:30-6:30PM	26D-1220	6/3	Forensics Banquet	6:00PM	Founders
5/2-4	ARTa			6/5	Intramural	3:00-7:00PM	
				6/11	Department Meeting	4:30-6:30PM	26D-1220
				6/13	Commencement		