

## Communication Department Meeting October 9, 2013

In attendance: Roger Willis, Danny Cantrell (notes), John Vitullo, Liesel Reinhart, Kenny Klawitter, Crystal Lane Swift, Jeff Archibald. Meeting started at 4:35pm

### I. General Announcements

- A. Stephen Runnebohm wrote to John that he wishes everyone best of luck.
- B. Guest(s): Evelyn distributed a draft handout that faculty could pass out to students on the first day. She solicited feedback on new flyers. Discussion of how to most effectively use new video recorders. Faculty were asked to submit a speech faculty survey. Discussion of recording intramural speeches.

### II. Action Items

- A. **Approved** September Minutes.

### III. Department News

- A. Part-Time Evaluations (to be completed by Nov. 1—new ones in Spring)

Professor	Days and Time	Room	Evaluator
Kim Salyer (1A)	TR 8:30-10:35AM	26D G280	<b>John</b>
Tony Damico (1A)	MW 4:40-6:35PM	26A-1881	<b>CLS</b>
	MW 6:45-8:50PM	26D-G481	
Julie Mallard Laverty (2)	MW 2:15-4:20PM	26D-1411	<b>Kenny</b>
Julie Mallard Laverty (8)	MW 12:00-2:05PM	26A-1891	<b>Liesel</b>

John noted that a change in the contract means an overall rating of 1 gives the part-time faculty member priority in getting a second class over part-time faculty with an overall rating of 2. Any individual rating of 4 triggers immediate conference and re-evaluation.

- B. Textbooks: Faculty were asked to confirm their textbook assignments.
- C. RTF Rankings (emergency meeting) : Speech was ranked 2 out of 17 proposals at the division.
- D. Website (Danny): Discussion of items to add to the department website. Communication club, careers for comm. majors, scholarship info, add pictures.
- E. Old Transfer Sheets COMM/Journalism (handout): Discussion of new transfer major sheet with journalism. Decided that it could be confusing for students; support separate sheets with references to other sheets.
- F. Eric K.'s email re: 2 and 8. Department approved a blanket variance for SPCH 2 and 8 to count for 1A last year. College did not like that decision. **Department considers SPCH 2 and SPCH 8 as a universal substitution for SPCH 1A requirement for students using an older catalog.**
- G. Black History Contest-J. Edward Stevenson has agreed to do the contest. He is teaching a night class over winter.
- H. Adding 7 new sections of 1A to Winter and Spring!
- I. Part Time Hiring Committee: CLS and Roger are willing to help John.
- J. British Debate: Visited Danny's SPCH 20 class, had a nice lunch with VP Instruction, debate was well attended, and British students enjoyed Disneyland with Shalimar. Possibility of hosting the Chinese team in the Spring. Department thanks Danny for his hard work.

#### IV. Division News

- A. Tutor Referral (handout)
- B. Reporting Absences (handout)
- C. Please send Faculty Info to Kim if you haven't. Office hours will be posted outside offices by Josh.
- D. Honors Enrichment Task force: Liesel is interested but concerned about meeting time.
- E. Closed Captioning: video needs to be sent over. Software is available in POD to do captioning. Please email John any materials.

#### V. Curriculum (SIC)

- A. The following courses are at stage 3: 1A, 1AH, 4, 6, 7, 7H, 8, 8H, 10 (waiting to die), 30, 90, 99H-(stage 5). Thanks to everyone for helping to revise the courses.

#### VI. Outcomes (SLO/GEO)

- A. Rubrics: Discussed John's Rubric for 5 Speeches and Eye Contact. Discussion of changes to Eye Contact rubric using a 5 point scale. Discussed Danny's impromptu rubric. Please send feedback to Danny via email.
- B. CLS Report:
  - 1. Thank you to John and Danny for working on rubrics.
  - 2. John: Eye Contact and Five Speeches
  - 3. Danny: Impromptu
  - 4. CLS: Delivery
  - 5. I am looking for a few professors willing to assess delivery. The rubric is on page ix of the textbook.
  - 6. SPCH 15, 16, 17, & 18 are also up for assessment this year. It would be ideal for the forensic coaches to be in charge of their own SLOs. Let CLS know if you need assistance.

#### VI. Reports

- A. Faculty Association (Jeff)
  - 1) VP Election is going on now. Ballots were mailed this week. Please make sure to vote!
  - 2) Puttin' on the Hits – the show is being put together now. If you want to participate and didn't fill out the survey, please contact John Cordova (Director) immediately.
  - 3) The Board of Trustees candidate forum was September 17. All 5 candidates spoke. After surveying the participants and discussing internally, the Exec Board decided to endorse Marlen Garcia in District 3 and fund her at \$5,000. No endorsement was made in District 4, but Steve Herfert and Robert Hidalgo were each supported with \$2,000.
  - 4) A task force to review commencement was authorized at the Representative Council meeting. The FA needs members for the task force. Please contact Lance Heard if you'd like to be appointed.
  - 5) A negotiations survey will be coming in the next few weeks. If there are items you'd like to see on the survey, please let Jeff know or email Eric Kaljumagi.
  - 6) Dental plan is up for review: handout circulating with the proposed new plan(s). Need feedback on them for the next Rep Council meeting.

#### B. Senate (Jeff)

- 1) Field trip task force recommendations were approved by the Senate.

- 2) The Senate is currently in the process of reviewing it's 2012-13 year end report and 2013-14 goals and objectives.
- 3) The Senate will be doing its faculty prioritization rankings on Oct 25.
- 4) The Senate is also considering action on the proposed testing center in Building 26 and the IELTS – these are currently pending in the Executive Board.

C. SSSC (CLS)

1. We are picking up for speech, and we are steadily serving sign students.
2. We have had 1118 student check ins and 962 hours 46 minutes of use of the center so far for the semester.
3. Upcoming workshops: Danny Cantrell will lead a PowerPoint Workshop, Naseem and Jendi will lead an outlining workshop on October 24<sup>th</sup> at 11-1 (place TBD), and Matt will be leading a delivery workshop in November.

D. Textbook: \$600 out of textbook for forensics couches.

E. SPCH 1A Coordinators (CLS, John): Working on SLOs.

F. Forensics (Roger): Successful retreat with 12 programs created. Approximately 50 students planning on attending PCC.

G. Communication Club (Danny): Had two meetings – 10-20 people at each meeting. Looking forward to doing some programming and attending events.

H. Scholarship Committee (Roger, Liesel): Flyers have been drafted. Two scholarships will be available to COMM majors or Forensics Students. Applications will be posted on the website and distributed in Comm Department.

I. Intramural (Danny) Discussed having forensics judges not judge students from class.

Upcoming Events/Future Meetings

September				October			
9/11	Department Meeting	4:30-6:30PM	26D-1220	10/3	British Debates	7:00-8:30PM	28A-103
9/25	NWC	1:30-2:30PM	Clarke	10/9	Department Meeting	4:30-6:30PM	26D-1220
November				December			
11/13	Department Meeting	4:30-6:30PM	26D-1220	12/5	Intramural	3:00-7:00PM	TBA
11/19	Evening with Forensics	7:00-9:00PM	TBA	12/8	PT Recognition	7:00PM	TBA
				12/11	Fall Champs (IE)		CSULB
					Department Meeting	4:30-6:30PM	26D-1220

Updated Rotation Chart under construction!