

**Communication Department Meeting  
September 11, 2013 – 4:30-6:30pm**

In attendance: Roger Willis, Danny Cantrell (notes), John Vitullo, Liesel Reinhart, Kenny Klawitter, Crystal Lane Swift, Jeff Archibald.

I. General Announcements

- A. Open for announcements

II. Action Items

- A. Approve August Minutes: **Approved.**
- B. Spring Schedule **confirmed.**
- C. Approved minor changes to courses: SPCH1A /1AH discussed and approved minor changes. SPCH 4 discussed and approved minor changes. SPCH 6 discussed and approved minor changes including different textbook. SPCH 8/8H discussed and approved minor changes including updating textbook and assignments. SPCH 90 discussed and approved minor changes. SPCH 30 discussed and approved minor changes including updating textbook and assignments. SPCH 7/7H discussed and approved minor changes including updating assignments and textbook .
- D. Request(s) to Fill: **John** has been working on request to fill. **Liesel** will double check. Discussion of adding study on forensics transfers.

III. Department News

- A. Roger's probationary committee is **Ken, Jeff, and John.**
- B. Mentor: **Liesel** has agreed to be Roger's mentor.
- C. Adding sections to Winter/Spring: Discussion of being able to offer additional winter and spring classes.
- C. Curriculum Review 1B, 20, 20H will need to be reviewed next year. **John** will update the chart.
- D. Part Time Evaluations: John has not heard from Teresa yet.
- E. Intramural Director(s): **Danny** will do fall, **Kenny** will do spring. Fall will be 12/5.
- F. Dates for upcoming events (see below): Sept 25 1:30-2:30 NWC at the Sophia Clark Theater. Presenting scholarship at the PT Recognition was suggested.
- G. Seasonal Poster: Discussion of having a poster with department events.
- H. PT office and Lobby décor: **Liesel** will discuss with SPCH 6 class various options.
- I. Scholarship: **Roger** agreed to be scholarship coordinator. **Liesel** and **CLS** agreed to be on committee.
- J. Computer in forensics room – **Danny will talk to Robert about** downloading any photos or documents on CD.  
**Approved to buy a switch/router - \$100.**

IV. Division News

- A. Absence/Emailing students (cc Division): request to email class if you are ill.
- B. Equipment Requests: Any equipment requests need to be submitted. Forensics room cabinet computer needs updated. New paper cutter and shredder will be requested.
- C. Program Outcomes: Need for AA-T.
- D. Contract Revisions: No longer need to indicate number of hours on form.

V. Committees/ Projects

- A. Textbook: No Report.
- B. SLO (CLS, John)

1. Thank you for attending our SLO workshop. Part timers who attended will receive forms in their boxes in the next week or so to sign and return to CLS for payment.
  2. Thank you SLO captains:
    - a. John: Eye Contact and Five Speeches
    - b. Danny: Impromptu
    - c. CLS: Delivery
  3. If you are open to distributing SLO assessment methods to your class, please let CLS know. Captains, we should arrange meeting times to strategize.
  4. 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.
- C. SIC (Liesel, John, Roger): Meeting scheduled to go over curriculum.
- D. SPCH 1A Coordinators (CLS, John): Working on course review and SLOs.

## VI. Reports

### A. Faculty Association (Jeff)

- 1) Special election for VP will be in October. Nominations close at October Rep Council meeting with ballots to follow. Winner announced Nov 5. Current nominees are: Eric Kaljumagi, Joan Sholars, Linda Chan.
- 2) Candidate forum for the 2 contested Board of Trustees elections will be Tuesday, Sept 17 at 11:30am in 28A-103. 4 of 5 candidates are confirmed to attend as of now. Audience will have the opportunity to ask questions of the candidates, so please consider attending.
- 3) Puttin' on the Hits is March 7-8, 2014. Tickets will go on sale soon. There is a committee helping to plan the show this year.
- 4) Insurance committee had a meeting yesterday to hear proposals from alternate providers of dental coverage. Anticipated that new dental provider could be in place by January 1.

### B. Senate (Jeff)

- 1) Eleven proposals up for a vote at the 9/12 meeting. They include: changes to the FPDC committee, recommendations of the captioning, discussion & debate, and enrollment management task forces, a resolution regarding counseling, and a resolution regarding C-ID descriptors.
- 2) The recommendations of the field trip task force are also up for confirmation by the Senate.
- 3) The Senate is considering approval of the 2012-13 year end report as well as sorting through goals and priorities for 2013-14. The priorities should be ready for full Senate approval in a few weeks.

### C. SSSC (CLS)

1. Thank you Danny, Phil, Julie, and Sara for bringing your classes to the SSSC to check out the space. If you would like to come by or have a presentation to your class, let us know.
2. We are slow right now for speech, but pretty busy for sign. As of 2:15 pm today, we have had 214 total visits, and 145:11 total hours for speech and sign combined.
3. We have no work study students so far, and we may not get any. Due to our tiny budget, we may have trouble keeping up when students rush in for speech help later in the semester. If anyone is interested

in volunteering an hour of their 6 supplemental hours (not office hours) to help in the SSSC, please talk to CLS.

4. Evelyn Hill-Enriquez and I met today. She is in the process of gather data and developing materials for us to use in the SSSC for ESL students.

D. Forensics (Roger): Roger and Danny attended PSCFA Coaches conference.

E. Communication Club (Danny): Looking to find a room for first meeting.

#### Upcoming Events/Future Meetings

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

#### SPCH Course Revision Rotation

Updated 6/12

Course	Last Approved Date	Submit by May 31 2012, 2016	Submit by May 31 2013, 2017	Submit by May 31 2014, 2018	Submit by May 31 2011, 2015, 2019
1A	3/4/2010		XX		
1AH	3/4/2010		XX		
1B	5/24/2011 future		Sub 9/09		
2	12/8/2009	XX			
3	4/10/2007				Sub 5/11
4	9/7/2010		XX		
6	10/26/2010		XX		
7	9/2/2008				XX
7H	12/9/2008				XX
8	3/4/2010		XX		
8H	3/4/2010		XX		
10	12/4/2008				XX
15	11/9/2010		XX		
16	11/2/2010		XX		
17	11/2/2010		XX		
18	11/2/2010		XX		

<b>20</b>	12/6/2011 future		Sub 9/09		
<b>20H</b>	9/12/2006		Sub 9/09		
<b>26</b>	12/8/2009	<b>XX</b>			
<b>26H</b>	12/8/2009	<b>XX</b>			
<b>30</b>	3/4/2010	<b>XX</b>			
<b>99</b>	4/24/2012				<b>XX</b>

\*Minor changes can be submitted by the following October.