

**Communication Department Meeting
November 4, 2015**

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

I. General Announcements

II. Action Items

- A. Department **Approved** October Minutes

III. Department

- A. Fall 2016 Schedule: Discussed fall 2016 schedule given that fall 2015 is fresh in our minds. Discussed option of 12 week classes and offering SPCH 8H. The interpersonal textbook has a new edition that has quite a few chapter differences.
- B. Spring Textbooks: Distributed forms and returned book orders to John.
- C. Invitation for Public Safety to visit our space. Discussed option to invite to Dec 9 meeting. Department **agrees** to watch the video ahead of time to avoid spending time during meeting watching the video.
- D. Adjunct Evaluations- Thank you to department members for completing them. Please send John both electronic and signed copies of H.4.a
- E. New Position: It has been officially announced that we have a position. A lot of work has to be done ahead of time so that the position can fly in January, position close in February, interview in March.
 - a. Search Committee members: **John Vitullo**, as chair, will sit on the committee. Additional faculty members will be selected. All members must be EEO trained.
 - b. Brochure: will need to be updated by committee. If everyone could please review brochure by next meeting.
- F. Study Abroad: is **not** going forward. The main problem was the insurance requirements per Study Abroad program. Could possibly go forward if American Tour Company was arranging the trip. Potential to do study abroad at any time if we propose it but must be a part of the consortium. The scholarship to pay for the study abroad program must be in a developing country and incorporate a service learning project. Need to cancel Chinese tour visiting Mt. SAC in spring.
- G. Closed Captioning: **Julie** will be in charge of videotaping intramural and getting the videos captioned. **Danny** will work with Julie with equipment. **Liesel** will send the old video release to Julie.
- H. Equivalency: John sent updated equivalency to Dan Smith which was approved.
- I. Counselor assigned to COMM-Patricia Maestro. She is out of the office until January 4, 2016.
- J. Textbook: Need to review updates. Need a project proposal outlining major changes, timeline, and request for compensation. Department requests two to three week review period for comments. Also discussed option of eBook option with need for worksheets available to buy. **John** will work with **Roger & Roxan** on the proposal.

IV. Division News

- A. Meeting is Nov. 5.

V. Curriculum

- A. CID Alignment: **John** will be update at the next meeting.

B. Courses up for 4 year review:

SPCH 20	Argumentation and Debate	6/25/2012	2016
SPCH 99	Special Projects in Speech	6/25/2012	2016
SPCH 15, 17	Forensics Fundamentals and Forensics: Debate Team (can they be audition only?)		

VI. Outcomes

- A. Mapping – John sent to Division. Thanks to Julie for doing all of the work. It was well received.
- B. 3, 7, 7H, 20, 20H
- C. A huge THANK YOU **Steven Nahabedian** for finishing SLOs for SPCH 3!
- D. SLOs for SPCH 20 are in progress, thank you Jeff and Danny. **Roxan** will work on 7 right now.
- E. Interest in mass-SLO collection?
- F. Thanks to **Roxan** for the SLO collection form to use a cover sheet.

VII. Reports

- A. Faculty Association (Roger)
 - a. Very few people responded to faculty contract survey.
 - b. Discussed tracking hours spent emailing students to capture more of our time.
 - c. Discussed proposed calendars for upcoming academic years and various needs to include instruction time in summer.
 - d. Letter will be sent out requesting \$8 of union fees to be directed towards political issues.
 - e. Moodle rooms may be replaced with canvas.
 - f. Puttin' on the Hits tickets are available.
- B. Senate (Danny)
 - a. Many task-forces have been created and various department faculty have been appointed.
 - b. President Scroggins addressed Senate regarding public safety.
- C. SSSC (CLS)
 - a. Thank you for attending our open house yesterday!
 - b. Thank you Julie, Danny, and Roxan for your workshops!
 - c. The Speech and Sign Soapbox was a success! We had 175 people there. THANK you to Franciella Jaimes, Fred Mahlke, Julie, the SIGN faculty, and the Communication Club for helping to make it happen!
 - d. We have new computers on their way.
 - e. We are in the process of researching how to transform the SSSC to apportion-collecting, which would mean we would have at least one faculty member in there at all times, and possibly be open more hours.
 - f. Please let me know if you would like to lead a Public Speaking workshop in the spring. Popular topics include: Topic Selection, Research, Outlining, PowerPoint (or visual aids in general), and Delivery.
 - g. Thanks for letting tutors come to Friday SPCH 1A classes. Would be great to have tutors available during non-traditional class times.
- D. Leads: nothing to report.
- E. Textbook (John, Roger, Roxan): Discussed earlier.
- F. SPCH 1A Coordinators (CLS, John)- CLS and John will work on new packets for new hires.
- G. Forensics (Roger)
 - a. Attended PCC & Jannese Davidson – lots of awards.

- b. Lots of tournaments coming up including Norton/CSUN this weekend.
- c. Evening with Forensics coming up 11/17. Should have an invitation in your box (designed by Roxan) to the alumni, team members, and family members at 6pm. Invited administrators and other faculty/staff that help us.
- d. Fall Champs coming up first week of December. John Vitullo will be tournament director.
- H. Communication Club (Julie): Great events all semester. Students have learned lots of communication skills. Speech & Sign soapbox was a great success.
- I. Scholarship Committee (Roxan, Liesel, Julie): Applications are available. Roxan copied additional applications – they are available in the department. John received notice that Molly McCloud has passed away. One of the students wants to donate additional money for the scholarship.
- J. Intramural (Kenny, Danny and John): Kenny is working on awards. Rooms are reserved.
- K. Part-Time Hiring Committee: nothing to report.
- L. International Travel: nothing to report.
- M. Hiring Presentation: Liesel will plan on offering a workshop on the hiring process for full-time position.
- N. Classroom in the trailers: The classrooms are very inadequate. Computers, sound, presentation hardware does not work. Air conditioners are much too loud and distracting during presentations. Strong skunk smell as well. Discussed the need for speech classes to have appropriate rooms.

Upcoming Events

(Let me know if you would like something added.)

September				October			
9/9	Department Meeting	4:30-6:30PM	26A-1640	10/7	Department Meeting	4:30-6:30PM	26A-1640
9/30	British Debate	7:00PM	28A-103				
November				December			
11/4	Department Meeting	4:30-6:30PM	26A-1640	12/3	Intramural	2:45-7:00	TBA
11/17	Evening With Forensics/ Alumni Reception	7:00-8:30PM (before)	13-1700	12/4-6	Fall Champs		Mt. SAC
				12/9	Department Meeting	4:30-6:30PM	26A-1640