

**Communication Department Meeting
October 7, 2015**

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

I. General Announcements

- **Special Guests: Mary Johnson and Sandra Weatherilt** joined the department to discuss distance learning.
 - Definition of distance learning is “any seat time replaced.” Professors in distance learning need to answer students questions, give feedback, and engagement. Accreditation requires “distance learning” rather than correspondence classes. Distance learning is regular and effective contact/communication with student.
 - Forms requesting distance learning do not ask for determination of online/face-to-face ratio – department/division makes those decisions as long as hours add up. Seat time replacement should be in banner so students are aware.
 - Campus has policy that if a distance learning class is being offered department should offer class on campus so departments do not become exclusively online.
 - There is a different evaluation form needed if distance learning classes are offered. If faculty are up for classroom visitation, the distance learning course must be the one evaluated.
 - Online tools such as “CCC Confer” is one tool that is available for real-time video. CCC Confer does offer live captioning.
 - Success rates are about 10% lower for full online and 5% lower for hybrid compared to traditional classes. State is leading an effort to improve student success in online classes.
 - Faculty doing a distance learning class must first do moodle room training and then SPOT certification (<http://spot.mtsac.edu>)

II. Action Items

- A. Department **Approved** September Minutes

III. Department

- A. Summer Schedule was discussed. Please let John know availability.
- B. Winter Textbooks were discussed.
- C. Furniture visit for 1411 – Friday Oct 9 10:30am
- D. Adjunct Evaluations (see attached). Please contact John directly. Discussed whether full-time faculty department should be doing adjunct evaluations given our current size.
- E. Study Abroad: Jeff and CLS did information sessions. Still waiting on insurance requirements.
- F. Closed Captioning: Julie and Danny worked on submitting videos. Captioning was good for the most part. Will double check how sharing videos work. This fall the video release for the fall intramural will include Mt. SAC AND all schools. Will run as a trial run this fall.
- G. Equivalency-John sent to Dan Smith.
- H. Counselor assigned to COMM-John emailed Wanda and will find out about dedicated counselor.
- I. Textbook Income –John deposited \$9,960 for Summer and \$16,620 for Fall
Breakdown:

Summer		Fall	
Mt. SAC	458	Mt. SAC	644
Day & Nite	40	Chaffy	35
		Rio Hondo	57
		CSUN	17
		Pasadena	3
		Day & Nite	75

J. Start with Speech: nothing to report.

IV. Division News

A. Undergraduate Research-if interested contact Rebecca Hatch

V. Curriculum (SIC)

A. CID Alignment: SPCH 20 needs to resubmit based on textbook.

B. Courses up for 4 year review:

SPCH 1B	Intermediate Public Speaking	6/25/2012	2016
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 – Due to the Division. Julie has finished mapping. Department would like to thank Fred and Franciella in helping Julie complete the forms.

B. 3, 7, 7H, 1B, 20, 20H

a. SLOs are in progress for SPCH 3, 7, and 20.

VII. Reports

A. Faculty Association (Roger): Dental plans have been updated. See chart from Roger. Eric will be contacting John about nominating an adjunct faculty for recognition.

B. Senate (Danny): Martin Ramey was elected Secretary. Dana Miho and and Bruce Nixon elected Senator at Large. Task forces were created.

C. SSSC (CLS)

- Discussion about collecting apportionment and how that would require referring students to tutoring. Would require faculty member in SSSC at all times to count as apportionment.
- Thank you for attending our open house yesterday!
- Thank you Julie and Danny for your workshops!
- Upcoming events:
 - PowerPoint Workshop with Roxan Arntson: Thursday, 10/22 3-4 pm in 26D 2220
 - Outlining Workshop with Julie Laverty: Thursday, 11/5 1-2 pm in 26D 1831
 - Delivery Workshop with Roger Willis-Raymondo: TBD
 - Speech & Sign Soapbox: Tues Nov 3 5-7 in 9C

D. Leads: nothing to report.

E. Textbook (John, Roger, Roxan): Please review suggestions from Roger and Roxan.

- F. SPCH 1A Coordinators (CLS, John): no report.
- G. Forensics (Roger)
 - a. Demo Day, Fall Retreat in San Diego (Thanks Jeff!)
 - b. Upcoming tournaments (Jannese Davidson, Watson Lancer, Bradley/CSUN)
 - c. British Debates – thanks for sending your students. Well over 200 people attended the debate. British blogged about their stay and reported having a wonderful time in LA.
 - d. Evening with Forensics Nov 17 7pm
 - e. Hosting fall champs in December.
- H. Communication Club (Julie)
 - a. Had a wonderful leadership retreat – did an escape room. Thanks to Fred and Franciella for doing a great job at the event. Thanks to Roxan for giving an intercultural lecture at their meeting yesterday.
- I. Scholarship Committee (Roxan, Liesel, Julie)
 - a. Drafts are complete. Roxan discussed with Liesel and Roger to adapt non-forensics scholarship to add preferential treatment to Comm Club / outside involvement using speech skills.
 - b. Applications will be available later this week and due in one month.
 - c. Discussed ways of advertising to students.
- J. Intramural (Kenny, Danny and John)- Will Recycle old PSCFA trophies for fall intramural. Rooms have been reserved.
- K. Part-Time Hiring Committee: Need to interview two additional people.
- L. International Travel: nothing to report.

Upcoming Events

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

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