Communication Department Meeting
September 9, 2015

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

I. General Announcements

II. Action Items
   A. Department Approved August Minutes

III. Department
   A. Spring Schedule: discussed course offerings. Discussed option of offering a one night a week class including adding arranged hours as part of the class.
   B. Closed Captioning: Julie presented an option for closed captioning videos with 3C Media Solutions. Danny will work with Julie to create a trial to show at a future meeting. Julie will coordinate taping and video release at the fall 2015 intramural to share with adjuncts.
   C. Study Abroad: Jeff and CLS shared that the China trip with Prof. Rybold (IVC) has been approved for Spring 2016 cohort with 15-20 students who will enroll in SPCH 20 and SPCH 7. Department is willing to help with funding if necessary.
   D. Equivalency: Discussed current equivalency wording and need to update degree titles. Department approves equivalency update to be a MA in [appropriate degrees (using list from NCA)] and removing additional elements “[and Ed.D, Ph.D. in Education OR J.D. degree] and a minimum of one year of college-level teaching experience.”
   E. Requests for Full Time Positions (RFP’s): John submitted request for two positions.
   F. SPCH 1A is a big deal: John discussed how SPCH 1A is one of the largest classes on campus.
   G. Phil Maynard Black History Month Speech Contest: Roxan is interested in assisting. John will discuss DeRod and Amy helping as well. Feb 3 or 4, 2016 would help. Will need to check with ASPIRE as well.
   H. Textbook suggestions
      a. Discussed proposed changes. Will review and return to this at the next meeting. Discussed deadline of January to go to print in May.
      b. Discussed hiring a professional editor if this will be a major revision.
      c. Do we want a new publisher: discussed options but do like Day ’N Nite.
   I. Small white boards for groups: Roxan brought white boards in (borrowed from Physics) that are helpful for group activities. Department approves purchasing boards.
   J. Course rotation: Roxan and John are looking into course rotation.
      a. Fast track: Plan for how students could finish quickly – similar to Pathways.
   K. British Debates (September 30 - 7:00 PM, 28A): still planning but plan on 9/30 at 7:00pm in 28A-103
   L. High School Forensics Tournament: postponed to hosting it in Fall 2016.
   M. Brunch for Julie and Roxan
      Sunday September 27, 10:00AM-Taps 101 E Imperial Hwy, Brea, CA 92821 Phone: (714) 257-0101
   N. Counselor assigned to COMM: John will follow up to get a comm. counselor.
   O. Website (Danny): Big changes are coming. Danny will make sure update goes smoothly and update pages. Please send any proposed changes to Danny.
   P. Distance Learning: nothing happened. John will contact the appropriate person.
Q. Adjunct Evaluations: **John** will send out an email and start scheduling.
R. Start with Speech: The department discussed start with speech and hopes it will come back one day.

IV. **Division News**
A. RFP’s will be ranked Sept. 10: Ranking will happen tomorrow.

V. **Curriculum (SIC)**
A. CID Alignment: Department agrees not to update names.
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 20H** Honors: Argumentation and Debate (update textbook)
   - **SPCH 99** Special Projects in Speech  6/25/2012  2016
   - **SPCH 15, 17** Forensics Fundamentals and Forensics: Debate Team

VI. **Outcomes**
A. Mapping
B. 3, 7, 7H, 1B, 20, 20H are all up to be assessed this year.
C. Thank you Jeff and Danny for participating in SLOs for SPCH 20!
D. CLS has requested help from Steven Nahabidian for SPCH 3, and Roxan Arntson for SPCH 7.
E. We also need to assess 7H & 20H this year—please contact CLS if you are teaching any of those.

VII. **Reports**
A. Faculty Association (Roger):
   a. BJ Restaurant Fundraiser on 9/21/15
   b. Dental insurance change: more economic version of better plan. Will be available starting in January.
   c. Faculty role in Sexual violence reporting/prevention task force convening.
   d. Various part-time committee openings.
B. Senate (Danny): nothing to report.
C. SSSC (CLS)
   a. Thank you for attending our open house yesterday!
   b. Upcoming Events
      i. Outlining Workshop with Julie Lavity: Thursday, 9/24 1-2 pm in 26D 1831
      ii. Research Workshop with Danny Cantrell: Wednesday, 10/7 3-4 pm in 26D 2220
      iii. PowerPoint Workshop with Roxan Arntson: Thursday, 10/22 3-4 pm in 26D 2220
      iv. Outlining Workshop with Julie Lavity: Thursday, 11/5 1-2 pm in 26D 1831
      v. Delivery Workshop with Roger Willis-Raymondo: TBD
      vi. Speech & Sign Soapbox: Tues 11/3 5-7pm
D. Leads: nothing to report
F. **SPCH 1A Coordinators (CLS, John): nothing to report.**
G. Forensics (Roger)
   a. Auditions were successful – all classes are filled or over-capacity.
b. Coaches conference this weekend at Irvine Valley
c. Fall retreat in San Diego 10/2-10/4
d. British Debate 9/30 at 7pm in 28A-103
e. Evening with Forensics & Alumni event 11/17pm
f. Discussed whether SPCH 15 should/could be audition only and ways to manage large team.

H. Communication Club (Julie): underway. Students will be contacting professors about visiting classes.
I. Scholarship Committee (Roxan, Liesel, Julie): will be updating for Fall 2015.
J. Intramural (Kenny, Danny and John)- Department supports recycling old PSCFA trophies for awards.
K. Part-Time Hiring Committee: nothing to report.
L. International Travel: nothing to report.

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

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9 9/30</td>
<td></td>
</tr>
<tr>
<td>Department Meeting</td>
<td>British Debate</td>
</tr>
<tr>
<td>British Debate</td>
<td>7:00PM 28A-103</td>
</tr>
<tr>
<td>10/7</td>
<td></td>
</tr>
<tr>
<td>Department Meeting</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>11/4 11/17</td>
<td></td>
</tr>
<tr>
<td>Department Meeting</td>
<td>Evening With Forensics/Alumni Reception</td>
</tr>
<tr>
<td>12/3</td>
<td></td>
</tr>
<tr>
<td>Intramural 12/4-6</td>
<td>Fall Champs 12/9</td>
</tr>
<tr>
<td>Department Meeting</td>
<td>4:30-6:30PM 26A-1640</td>
</tr>
</tbody>
</table>
