Department of Communication Faculty Meeting Minutes

November 29, 2017

Beasley 224

1. Welcome Meeting Called to Order at 12:00 by Chair, Jean DeHart
	1. In Attendance: Aycock, Bentley, K., Bentley, M., Brewer, Davis, DeHart, Edy, Gates, Gonce, Gray, Gregory, Han, Holman, Lou, McCreery, Monacell, Moore, Mueller, Patti, Paul, Perreault, M., Poorman, Pope, Poulos, Preston, Richards, Spiceland, Van Dyke, Walsh, Welsh, Wieskamp. Not present: Brittain, Daniel, Yang. On leave: Perreault, G.
2. Approval of Minutes of November 1 faculty meeting
	1. Motion: Frank Aycock moved the approval of the minutes of the Oct. 18, 2017
	2. Matt Van Dyke seconded the motion.
	3. The motion passed unanimously.
3. Announcements:
4. Clevenger Undergraduate Honors Conference at SSCA deadline is December 15. Papers and projects are accepted. The conference is April 4-8 in Nashville, TN.
5. Climate Stories: Creative Reflections on Climate Change exhibition and reception is on Thursday, December 7, from 5-8 pm in the HOW space. Janice Pope encouraged us to participate in this.
6. Faculty, Staff, Student Accomplishments and Positive Happenings
	1. Tom Mueller announced about his COM 3928 (Research Methods) class has been using the JASP software this semester, and his class was featured on aweb blog for the company.
	2. Debbie Poulos announced that her First Year Seminar has been working with two external agencies this semester and they are doing their presentations this week. Some of our fellow colleagues are helping Debbie by judging their presentations. Debbie is feeding them good breakfast, so you might want to volunteer.
7. Other announcements
	1. Lynette Holman announced that she is having Lane DeGregory, a Pulitzer Prize winner, skype into her class on Monday, Dec. 4 @ 3:30 PM. The class is in BMC 309, and she probably could fit a few extras in the room for this presentation.
	2. Nina-Jo announced that you need to see her for you know what…. (Email me if you have forgotten).
8. Digital Measures--Rob Robertson presented us with a coverage of how Digital Measures work.
	1. Up front, Rob asked us to contact him if we have **any** issues with using the system he does ask that you are welcome to send him any emphasis except capital letters when emailing him. ☺
	2. Rob mentioned that presently nothing privileged goes into DM, but if we are going to be putting our annual evaluations into DW, that may change.
	3. Rob walked us through the system and how it presently works.
	4. Rob was asked why we stopped using it originally and why we are returning to it. He explained what he thought were his best explanations.
	5. Rob reiterated that if we have any issues with using DM, to contact him – NO ALL CAPS!
9. Updates and Discussion
10. EMB Search—Stephen McCreery
	1. They have had two candidates in already, and may bring one in right after the new year.
11. Chief Engineer/Production Manager search – Jean DeHart
	1. HR informed us that when we changed the position when we started up APP TV, they cannot find the paperwork allowing that position change. They have no record of the re-classification.
	2. Jean says we are rewriting the re-classification and one this is done and approved, we will advertise for the position.
12. Schedules—Nina-Jo Moore
	1. We have already received the request from the Registrar’s Office to put together Fall 2018 Schedule
	2. Nina-Jo reminded the group to be sure to consider what needs to be taught and covered. This is where we have run into huge problems for Spring 2018. Plan especially for Capstone classes and “Gateway” classes.
	3. Nina-Jo will send the request for the schedule out this afternoon.
	4. The completed schedule is due back to Nina-Jo by Feb. 1, 2018.
13. Assistant Chair search committee – Jean DeHart
	1. Jean announced the make-up of the committee: Mueller, Patti, Pope, Gates, Davis, and Moore.
	2. Jean will email the group to set up a time to meet to get questions done and set up any interviews needed.
14. Budget—We still don’t have one. As of Monday, we were still waiting on the external portion of the budget.
	1. Jean DeHart reported that she has heard “it is coming soon.”
15. Reminder of final exams: times, importance of meeting during that time, potential football travel
	1. Remember the time schedule of exams has changed.
	2. You must meet your exam times with a meaningful activity.
	3. Football players, as per the message from the Provost, will know by Sunday if exams will be affected by any bowl game where we might play.
16. Advising – Jean DeHart
	1. We will spend some time discussing dvising issues at the start of the next semester.
	2. Vivek Shastry, the new FAA Advising person, will join us for one of our first two meetings after the new year.
	3. When advising, please look carefully at pre-req situations. We should not be permitting students into classes without pre-reqs.
	4. Lynn Gregory also mentioned that we need to realize that students cannot just decided to transfer to the online cohorts. They must apply for it. And also reminded us that seated students cannot enroll in the online cohort classes.
17. Beginning of the semester faculty meetings—
	1. January 17 and 24 – we will have meetings these two days in lieu of a meeting before classes begin.
	2. One of these will be dedicated to Advising issues.
18. Other updates or discussion items - None
19. Next meeting is December 6. This will either be full faculty, DPC, or a committee. We should know for sure by Monday.
	1. Jean will let us know who is meeting.
20. Adjournment:
	1. Dave Spiceland moved to adjourn.
	2. Matt Richards seconded.
	3. The meeting is adjourned at 12:53 PM