

Department of Communication

Assembly Minutes

August 27, 2012

Those in attendance: E. Toth (Chair), E. Fink, S. Luechtefeld, R. Chang, S. Parry-Giles, D. Hample, K. Maddux, S. Khamis, X. Nan, A. Wolvin, J. Klumpp, B. Liu, E. Sommerfeldt, A. Seate.

- I. Approval of the Agenda on motion of E. Fink and second of D. Hample.
- II. Approval of the minutes of the May 4, 2012 meeting on motion of J. Klumpp and second of D. Hample.

Reports

- III. E. Toth introduced new faculty Erich Sommerfeldt and Anita Atwell Seate. Also introduced was Sean Luechtefeld, graduate student representative.
- IV. Election of Faculty Advisory Committee
 1. S. Parry Giles and A. Wolvin requested to be excluded from the election due to other assignments.
 2. By secret ballot, E. Fink, B. Liu and J. Klumpp were elected members of the 2012-13 school year Faculty Advisory Committee.

Meeting adjourned at 10:25AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

September 7, 2012

Those in attendance: E. Toth (Chair), E. Fink, S. Luechtefeld, R. Chang, S. Parry-Giles, D. Hample, K. Maddux, S. Khamis, X. Nan, A. Wolvin, J. Klumpp, B. Liu, E. Sommerfeldt, A. Seate, L. Waks, M. Liu

- I. Approval of the Agenda on motion of E. Fink and second of S. Khamis.
- II. Approval of the minutes of the Aug 27, 2012 meeting on motion of E. Fink and second of D. Hample.

Reports

- III. Report of the Faculty Advisory Committee
 1. J. Klumpp will be the chair and B. Liu will be the secretary of the new committee.
 2. The FAC will meet to recommend department standing committee assignments.
- IV. Report on the Translation & Interpretation Certificates and Master's Degrees by E. Toth
 1. \$80,000 committed by CASL
 2. A company is interested in donating Interpreting equipment to the program.
 3. S. Parry-Giles will be the interim director of the program for Fall 2012.
- V. L. Waks reported Shady Grove Program has generated a profit for the second year. With the increase in COMM majors, the Department will hire an assistant to the program coordinator.
- VI. E. Toth announced there will be three searches in Fall 2012 (Tenure-track assistant professor of rhetoric and political culture; an academic advisor, and a T&I Director); and, one search in Spring 2013 (Shady Grove assistant to the coordinator).
- VII. X. Nan reported that the relocation of the Center for Health and Risk Communication is underway. The last stage includes relocation of the physio equipment and installing a security system.

Adjournment at 11:10AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

October 5, 2012

Those in attendance: E. Toth (Chair), E. Fink, S. Luechtefeld, R. Chang, S. Parry-Giles, D. Hample, K. Maddux, S. Khamis, X. Nan, A. Wolvin, J. Klumpp, B. Liu, E. Sommerfeldt, A. Seate, M. Liu

- I. Approval of the Agenda on motion of E. Sommerfeldt and second of A. Seate.
- II. Approval of the minutes of the September 7, 2012 meeting on motion of D. Hample and second of M. Liu.

Reports

- III. Report of the Faculty Advisory Committee by J. Klumpp
 1. Goals for task force on re-envisioning undergraduate curriculum.
- IV. Election of Salary Advisory Committee
 1. Wolvin, X. Nan and S. Khamis were elected members of the 2012-2013 Salary Advisory Committee.
- V. Report of the Graduate Program Committee by S. Parry-Giles
 - a. Proposed changes to the Plan of Study were approved by the Assembly (10 YES, 0 NO) (attached)

Adjournment at 11:30AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

November 9, 2012

Those in attendance: E. Toth (Chair), E. Fink, S. Luechtefeld, R. Chang, S. Parry-Giles, D. Hample, K. Maddux, L. Waks, S. Khamis, X. Nan, A. Wolvin, J. Klumpp, E. Sommerfeldt, A. Seate, M. Liu, R. Kirby-Straker, S. Cohen

1. Approval of the Agenda on motion of S. Khamis and second of J. Klumpp.
2. Approval of the minutes of the September 7, 2012 meeting on motion of E. Fink and second of L. Waks.

Reports

3. Report of the Faculty Advisory Committee by J. Klumpp
 1. Use of space on the third floor.
4. Report on the Oral Communication Center by R. Kirby-Straker
5. Report of the Graduate Program Committee by S. Parry-Giles
 1. Discussion on revisions to COMM700
 2. Guidelines for enhancing graduate student teaching
 3. Graduate student recruiting

Adjournment at 11:55AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

December 7, 2012

Those in attendance: E. Toth (Chair), K. Maddux, M. Liu, S. Cohen, A. Wolvin, J. Klumpp, D. Hample, E. Sommerfeldt, E. Fink, S. Parry-Giles, X. Nan, B. Fisher Liu, L. Waks, S. Khamis, S. Luechtefeld

1. Approval of the Agenda on motion of E. Sommerfeldt and second of D. Hample
2. Approval of the minutes of the November 9, 2012 Assembly on motion of S. Cohen and second of D. Hample
3. Reports
 - a. Report of the Faculty Advisory Committee by J. Klumpp
 - i. Recommendation to change Department research area from “Health Communication” to “Health & Risk Communication” (Motion Approved)
 - ii. Recommendation of changes to Plan of Organization
 1. Director of Interpreting & Translation (Motion Approved)
 2. Executive Director of Oral Communication Program (Motion Approved)
 - iii. Recommended Statement of Principle on teaching (Motion Approved with Amendment to specify that Statement of Principle applies only to undergraduate teaching, and to refer Statement back to Faculty Advisory Committee)
 - b. Report of the Graduate Studies Committee by S. Parry-Giles
 - i. Discussion on recruiting new graduate students
 - ii. General criteria for enhancing teaching qualifications for graduate students (Motion Approved)
 - c. Report of the Chair by E. Toth
 - i. Progress on Oral Communication Program
 - ii. Hiring of Director of Interpreting & Translation Program
 - iii. Update on two Tenure-Track Faculty searches
4. Adjournment at 11:52 AM

Respectfully submitted,

Sean Luechtefeld

Department of Communication

Assembly Minutes

Feb. 1, 2013

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, R. Kirby-Straker, S. Cohen, S. Parry-Giles, D. Hample, J. Klumpp, E. Sommerfeldt, L. Waks, S. Luechtefeld, X. Nan, K. Maddux, S. Khamis, A. Atwell-Seate and A. Wolvin.

- I. Approval of the Agenda on motion of S. Cohen and second of S. Khamis.
- II. Approval of the minutes of the Dec. 7, 2013 on motion of J. Klumpp and second of E. Sommerfeldt.
- III. Reports and Discussion
 - A. S. Parry-Giles talked about Mar 1 2013 Open House and T&I program director hiring.
 - B. E. Toth reported progress on Health Communication faculty search.
 - C. R. Kirby-Straker demonstrated the department's new online reservation system for Common Spaces.
- IV. On behalf of the Faculty Advisory Committee, J. Klumpp proposed to add the following language at the end of section V..B.1, listing the criteria in the "Policy on Full-time Non-tenure Track and Part-time Non-tenure Track Instructional Faculty": "appropriate and rigorous assessment of student work." The proposal was approved.
- V. The meeting was the adjourned 10:45AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

March 1, 2013

Those in attendance: E. Toth (Chair), E. Fink, S. Luechtefeld, R. Chang, S. Cohen, S. Parry-Giles, D. Hample, J. Klumpp, E. Sommerfeldt, L. Waks, X. Nan, K. Maddux, S. Khamis and A. Wolvin, A. Seate, D. Sawyer

- I. Approval of the Agenda on motion of D. Hample and second of S. Cohen.
- II. Approval of the minutes of the Feb. 1, 2013 meeting on motion of E. Sommerfeldt and second of S. Khamis.
- III. Reports and Discussion
- IV. S. Parry-Giles talked about Mar 1 2013 Open House results
- V. Discussion on Other M. A. Non-Thesis Options Requirements
- VI. D. Sawyer provided report on Graduate Studies in Interpreting and Translation (GSIT) program and its admission progress.
- VII. On behalf of the Faculty Advisory Committee, J. Klumpp talked about graduate student awards.
- VIII. The meeting was the adjourned at 11:30AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

April 5, 2013

Those in attendance: E. Toth (Chair), J. Fraustino, R. Chang, S. Parry-Giles, D. Hample, J. Klumpp, E. Sommerfeldt, X. Nan, K. Maddux, S. Khamis, A. Wolvin, A. Seate and B. Liu.

1. Approval of the Agenda on motion of S. Khamis and second of E. Sommerfeldt.
2. Approval of the minutes of the March. 1, 2013 meeting on motion of J. Klumpp and second of N. Xiaoli.
3. Reports
 - a. S. Parry-Giles provided report on behalf of graduate program committee. Recruitment this year has been successful (25 offers made, 22 acceptances received). Updates were presented on the implementation for Fall, 2013 of the Graduate Studies in Interpreting and Translation (GSIT) master's program. E. Toth invited all faculty interested to meet with CASL representatives to discuss mutual research interests.

Motion on adding language (attached) to MA Handbook on non-thesis requirements carried. (1 NO, 1 Abstain, 10 YES)
 - b. On behalf of the Faculty Advisory Committee, J. Klumpp talked about how to handle international scholar requests.
 - c. E. Toth reported on FY14 merit pay, COLA, and the addressing of salary compression.

Motion to instruct the chair to consider the last five years of data provided by the Salary Advisory Committee, back to 2008, in awarding FY14 merit carried unanimously on motion of J. Klumpp and second of B. Liu.
4. Announcements
 - a. D. Hample will be on sabbatical. His current senator position at the University Senate will need to be replaced.
 - b. K. Maddux will need to be replaced on the ARHU Collegiate Council because she will be on leave.
5. The meeting was the adjourned at 11:30AM.

Respectfully submitted,

Ray Chang