

**MEETING OF THE FACULTY
OF THE DEPARTMENT OF COMMUNICATIONS**

MINUTES

Meeting Date: Friday, November 8, 2013

Date of Approval: December 13, 2013

Call to Order:

D. Witmer called the meeting to order at 1:30pm.

In Attendance: Dean William Briggs, Carol Ames, Jeff Brody, xtine burrough, Pamela Caldwell, Tom Clanin, Jim Collison, Emily Erickson, Brent Foster, Dennis Gaschen, Beth Georges, Tim Greenwood, Kuen-Hee Ju-Pak, Dean Kazoleas, Jeesun Kim, Cynthia King, Paul Lester, Gail Love, Henry Puente, Waleed Rashidi, Jason Shepard, Bonnie Stewart, Doug Swanson, Diane Witmer (Chair), Gerald Wright, Mark Wu, Fred Zandpour and student representative Kendall Perez.

I. Approval of Minutes: Minutes from the October 11, 2013 meeting were approved unanimously.

II. New Business

D. Witmer announced her early retirement. Her last day serving as the Department of Communications Chair will be August 15, 2014. She will be participating in the FERP program.

Dean W. Briggs gave the order for faculty to begin the process of electing a new department chair.

The process for determining a new department chair began with discussion of rules and procedures, as outlined in UPS 211.100.

Voter Enfranchisement: C. King moved to enfranchise voters as was done in the last election (all full-time faculty, full-time faculty participating in the FERP program, full-time faculty on leave, and office staff will be allowed to vote).

F. Zandpour seconded the motion, which was approved unanimously.

Election Committee: F. Zandpour, C. Ames and G. Love each nominated themselves for the committee. The nominations were approved unanimously. The election committee will consist of Fred Zandpour, Carol Ames and Gail Love.

Term of Office: C. Ames moved that a 3-year term of office be established. The motion was seconded by F. Zandpour and was approved with one vote against, all others in favor. A 3-year term of office was established.

Election Timeline: C. Ames moved and K. Ju-Pak seconded the motion to establish a ballot count date of March 7, 2014. Members discussed options for the election timeline, including how the timeline would effect the option of an external search. The motion was approved with 14 votes in favor, 7 votes opposed and one abstention. The ballot count date will be March 7, 2014.

III. Committee Reports

A. Curriculum Committee

1. COMM 515T Global Tourism (T. Clanin) – Request to submit the course for approval to teach online. Motion to submit for approval by T. Clanin, seconded by C. Ames and approved unanimously. COMM 515T will be submitted to the university for approval to teach via the online format.

2. COMM 4xx Public Relations in U.S. Higher Education (D. Swanson) – This will be the first course in a special topics bundle, with other topics to follow (health, sports, etc.) that will increase employment options for students once they graduate. D. Kazoleas mentioned that the course will be attractive to school administrators and could be a good introduction to the department’s graduate program. This course will be voted on at the next faculty meeting (December 13, 2013).

3. COMM 362 & COMM 462 (D. Swanson) – The PR concentration requested approval to change the title of COMM 362 from “Public Relations Writing” to “Public Relations Writing I” and the title of COMM 462 from “Advanced Writing in Public Relations” to “Public Relations Writing II” to increase the sense of continuity for students. Motion to approve by T. Clanin, seconded by D. Kazoleas. Change approved with one abstention, all else in favor.

B. Search Committee (J. Shepard) – Multiple candidates for both the Entertainment & Tourism Studies position (two candidates) and the Digital/Social Media in Journalism & Photocommunications position (three candidates) will be coming for interviews in the next several weeks. A schedule with candidate profiles was distributed for review. All faculty are invited to the research presentation portion of each candidates visit.

C. Awards & Scholarships Committee (x. burrough) – Following-up on previous discussion of changing the awards ceremony date from May to April, x. burrough explained that student GPA and honors status will not be available in time. As a result, the date will not be changed. The ceremony will take place at Spring Field Banquet Center on May 16, 2014.

IV. Other Business

D. Kazoleas – The Maxwell Scholarship account is well funded this year. There are 61 \$1,000 scholarships available to students traveling abroad. Two new options for students are in progress – India and New Zealand.

W. Rashidi – COMM Week reminder: it is scheduled for April 21-26, 2014.

F. Zandpour and M. Wu informed the faculty that correspondence from the Dean to Advertising and Public Relations faculty went to the Human Resources department and expressed concern that it was put into their personnel files.

The meeting adjourned at 2:30pm.

**MEETING OF THE FACULTY
OF THE DEPARTMENT OF COMMUNICATIONS**

MINUTES

Meeting Date: Friday, December 13, 2013

Approved by e-mail review, January 2014

I. Call to Order:

D. Witmer called the meeting to order at 11:06 am.

Members In Attendance: Carol Ames, Genelle Belmas, Jeff Brody, xtine burrough, Pamela Caldwell, Carolyn Coal, Jim Collison, Dave DeVries, Emily Erickson, Brent Foster, Beth Georges, Kuen-Hee Ju-Pak, Dean Kazoleas, Jeesun Kim, Paul Lester, Gail Love, Waleed Rashidi, Jason Shepard, Andi Stein, Bonnie Stewart, Doug Swanson, Diane Witmer (Chair), Gerald Wright, Mark Wu and Fred Zandpour.

Members Not In Attendance: Tom Clanin, Tony Fellow, Cindy King, Jay Moon, Coral Ohl, Henry Puente and Nancy Snow.

II. Approval of Minutes: Minutes from the November 8, 2013 meeting were approved unanimously.

III. Old Business:

A. Discussion: Personnel Standards: D. Witmer

The university Personnel Committee returned (with comments) the latest Personnel Standards document the department submitted. D. Witmer and C. King will work on the requested changes, then distribute to faculty for review. To expedite the process, the updated document may be voted on electronically.

B. ACEJMC Revised Standards: J. Brody

120 units are required to graduate from CSUF, with 36 COMM units required by the concentrations, plus 4 collateral classes. The advising sheets present challenges for students in understanding that the collateral classes can be taken from different concentrations within COMM. Student awareness of this option may increase enrollment and bring the department closer to target numbers. The option for a cross-concentration certificate was discussed. C. Coal suggested redesigning the advising sheets to clarify requirements and options for students. F. Zandpour suggested creating a video tutorial for students to increase understanding. It was determined that the department will work with the new Assistant Dean and the College academic advisor on the project.

C. Ames asked how the new Student Success Center will affect faculty advising responsibilities.

ACTION: D. Witmer will review the UPS for any certificate conflict with UEE and send to faculty. D. Witmer will also schedule Dean Briggs to meet with faculty to explain how the new Student Success Center will impact faculty responsibilities.

C. Repeatable Internships: P. Caldwell

Follow-up to the ENG 498 internship discussion during November 8, 2013 faculty meeting. Offering this as a double internship allows students to choose from a broader range of internships, but communication from the department and across concentrations needs to be consistent. D. Kazoleas stated that the department needs to determine what the desired outcomes are, and plan accordingly. Offering a second internship option within the department increases student work experience before graduation and keeps credit for the units within the department. The option for having one internship be a prerequisite for the second internship was discussed. D. Witmer suggested that a task force create a proposal, due at the February 7, 2014 faculty meeting. D. Kazoleas, P. Caldwell and F. Zandpour volunteered for the task force.

ACTION: The task force (D. Kazoleas, P. Caldwell and F. Zandpour) will present a proposal on additional COMM internships at the February 7, 2014 faculty meeting.

D. Course Learning Outcomes: D. Swanson

Reminder that all concentrations were asked to review the course learning outcomes and standardize the syllabi. This is a requirement for accreditation. Please make the committee aware of any co-curricular activities students participate in. Those activities will be reported during the accreditation process.

III. New Business:

A. Discussion: Deans' Walking Tour of COMM Facilities: D. Witmer

The Deans are touring each college on campus. They will be touring the College of Communications on March 21, 2014. We will need faculty to be point people at various labs, run demonstrations, etc. C. Coal and B. Georges volunteered.

B. Discussion & Action: Strategic Plan Task Force: D. Witmer

For accreditation, the department needs a strategic plan that aligns with the university strategic plan and ACEJMC standards. Volunteers are needed – J. Brody, Fred. Zandpour and B. Stewart volunteered for the task force.

- C. Efficient Use of Classroom Space:** D. Witmer
There was discussion at the Deans meeting about increasing the number of Friday and Saturday classes to make better use of classroom space. In the past, COMM 101 has had high enrollment numbers on Saturday. Please send suggestions to D. Witmer.

IV. Information and Committee Reports:

- A. Online SOQ's and Final Exam Week:** D. Witmer
Reminder – today (December 13, 2013) is the deadline for Fall 2013 SOQ's. A discussion followed regarding the benefits and consequences of having online SOQ's vs paper SOQ's.
Reminder – faculty must be in class and hold office hours during exam week.
- B. Search Committee:** J. Shepard
The Journalism/Photocommunications faculty search was cancelled for Fall 2013. The two concentrations met this morning to discuss options for another search in the future. The Entertainment and Tourism search resulted in two candidates being offered positions. Both will be starting at CSUF Fall 2014.
- C. Curriculum Committee:**
- 1. Variable Topics Course PR in Higher Education/Issues in Public Relations:** D. Swanson
The variable topics course PR in Higher Education will be bundled with the new PR in Health Education course to form COMM 466 Issues in Public Relations. D. Swanson motioned for approval, x. burrough seconded the motion. The motion was approved unanimously.
 - 2. Certificate in Latino/a Communications:** D. Witmer
The PRBC cost analysis was distributed to faculty via email prior to the meeting. Discussion followed regarding the nature of collaterals that lead to the certificate, noting that the courses are not within the COMM department. D. Kazoleas attended a presentation last semester, and explained that the initial certificate is the first step to developing specific certificates within the concentrations that focus on Latino/a communications. More discussion will follow at the February 7, 2014 faculty meeting.

V. Other Items

- A. Stein – Update on Carolyn Johnson was sent vial email. She is back in California and doing well in a rehabilitation facility. Visitors are very welcome at any time.
- G. Love – Reminder that an email was sent out with a memo from the Election Committee. Please review the included timeline. Nominations will be accepted beginning on January 21, 2014.

The meeting adjourned at 12:30pm.

**MEETING OF THE FACULTY
OF THE DEPARTMENT OF COMMUNICATIONS**

MINUTES

Meeting Date: Friday, February 7, 2014

Date of Approval: Friday, March 14, 2014

I. Call to Order:

D. Swanson called the meeting to order at 1:45pm.

Members In Attendance: Carol Ames, Jeff Brody, xtine burrough, Pamela Caldwell, Tom Clanin, Dave DeVries, Peter Evanow, Brent Foster, Dennis Gaschen, Beth Georges, Kuen-Hee Ju-Pak, Jeesun Kim, Cindy King, Michelle Kurland, Anne LaJeunesse, Paul Lester, Jeff Longshaw, Gail Love, Mel Opotowsky, Henry Puente, Waleed Rashidi, Jason Shepard, Nancy Snow, Andi Stein, Bonnie Stewart, Doug Swanson (Interim Chair), Gerald Wright, Joe Winski, Mark Wu.

Members Not In Attendance: Genelle Belmas, Carolyn Coal, Jim Collison, Emily Erickson, Tony Fellow, Dean Kazoleas, Jay Moon, Diane Witmer, Gerald Wright, Fred Zandpour.

II. Approval of Minutes: Minutes from the December 13, 2013 meeting will be distributed via email for electronic approval.

III. Introduction, Old Business and New Business

A. Introduction: D. Swanson introduced the department's visiting professor, Joe Winski. He is here on a Reynold's grant to help the department generate interest in business journalism within the university. He is teaching two classes during the Spring 2014 semester that focus on reporting on business topics.

B. Elections Committee: G. Love reminded faculty that the deadline for department chair nominations is next Friday (February 14, 2014) at noon. Please review the memo dated November 19, 2013 to answer questions about the election process. All enfranchised voters are invited to view the nomination opening. G. Love will send an email to enfranchised voters with the nominee's names.

C. Latino/Latina Communications Initiative: Inez Gonzalez joined the meeting to discuss an effort from the Dean's office to support learning in Latino cultural competency. The goal is to prepare students for an active employment market that targets the Latino market. Classes are being developed within the SPAN department for a academic certificate in Latino/Latina communications that would include a COMM internship in the Latino market. There were several questions from faculty regarding how this certificate affects department FTE's, and the lack of COMM faculty oversight of classes. The initiative is in the early stages of development – more information will be provided in the future.

ACTION: A. Stein moved that the department coordinate two volunteers to work with I. Gonzalez to refine the plan and provide more information at the next faculty meeting. P. Evanow seconded the

motion which was approved unanimously. P. Evanow volunteered, and D. Kazoleas will be contacted to volunteer for the effort.

D. Certificate in Digital Media Production: x. burrough is currently developing the plan for an academic certificate in digital media production that will encompass four Photocomm electives. The certificate will be open to all COMM students, and potentially students in other majors. She is meeting with Lynn Sargeant next week to find out more information on bundling the certificate with other departments. RTVF and Computer Science have expressed interest. ART has also been invited, but has not replied yet.

ACTION: C. King moved to approve the certificate. J. Brody seconded the motion, which was approved unanimously.

E. Accreditation: J. Shepard distributed a handout listing key deadlines and information that needs to be collected for the self-study. The information is divided into nine chapters, each coordinated by a concentration coordinator. Faculty members were asked to volunteer for four tasks. J. Shepard will be distributing templates and the 2008 self-study is available on Titanium for reference. Please have your information to the chapter coordinator by April 15, 2014. J. Shepard will distribute a list of what personal information is needed from each faculty member. The AEJMC site visit is February 8-11, 2015.

Ed Trotter joined the meeting at 2:30pm to review the importance of accreditation and the areas for improvement that the site visit team noted at the last review. Those areas are:

1. Confusion because the department name is the same as the college name.
2. The need to keep up with technology and multimedia changes.
3. A puzzling inhibition to curricular reform in a collegial environment.
4. Skepticism/hostility to assessment.

Ed Trotter is available for advising to any faculty member who is interested.

F. Affordable Learning Solution: Ed Fink joined the meeting to introduce the system wide initiative that is looking at ways to keep course material costs down for students. The website [www.fullerton.edu/al\\$](http://www.fullerton.edu/al$) contains resources for students, faculty and staff, including free or inexpensive downloadable software.

G. Department Strategic Plan: The department needs two volunteers for a strategic plan committee. All colleges and departments within the university need to develop a strategic plan that aligns with the university strategic plan. Mark Wu and Brent Foster volunteered for the committee.

H. Subject Concentrations in the Department of Communications: D. Swanson attached a memo to the agenda for this meeting (copied below) regarding open discussion about the purpose of concentrations within the Department of Communications. There will be several open forum meetings for all faculty members to share ideas on how to best use resources in the future. A list of dates is included in the memo. J. Brody suggested that Dean Briggs should attend the open forum meetings.

IV. Other Business

W. Rashidi reminded faculty that COMM week is April 21-26, 2014. A student task force will be contacting faculty members to book guest speakers.

P. Caldwell – students will need to participate in mandatory internship orientations. Announcements will be sent via CSUF email.

T. Clanin requested that the new Assistant Dean be invited to the next faculty meeting.

The meeting adjourned at 3:15pm.

DRAFT

Message to the faculty from Doug Swanson, interim chair

Subject Concentrations in the Department of Communications

We benefit in many ways from having subject concentrations. They allow us to group by discipline, share ideas, and network with area professionals. At the same time, concentrations also resulted in a *silo mentality* that results in less sharing and more dissent. Release time for concentration coordinators costs the department \$50,000 a year, at a time when many of you are pressing for resources to be applied in other ways. I support having subject concentrations. But we must have concentrations that empower us to do our best work on behalf of our students. Together, we will have a discussion that results in a new empowerment for our concentrations and concentration coordinators.

I am asking faculty to collaboratively determine a structure for the concentrations that will be more supportive and less divisive. Everyone's input, including that of part-time faculty, is welcomed and encouraged. I will help guide the process, but I have no pre-established ideas about the outcome.

By **May 1**, I am requesting that plan be completed. I will implement the plan before I end my service as department chair in mid-August. If the faculty cannot agree collectively on a plan, I will unilaterally implement one, so our next chair can begin with a more unified department. (I would prefer not to be the sole decider on this issue, so I hope there will be lots of positive, productive participation from faculty.)

Here are the questions that need to be answered:

- What accommodating aspects of subject concentrations shall we retain?
- What divisive and unproductive aspects of subject concentrations shall we retire or restructure?
- What shall be the role(s) and release time for concentration coordinators?
- How shall we allocate resources not dedicated to concentration coordinator teaching release?

Here is when we will collaborate and reach a consensus:

Open Forum Meetings will be in the department conference room. All full- and part-time faculty are welcomed and encouraged to attend. It's ok to bring your lunch! ☺

Open Forum Meetings

Friday, Feb. 21 – Noon to 1 p.m.
Thurs., March 6 – Noon to 1 p.m.
Monday, March 17 – Noon to 1 p.m.
Wednesday, April 9 – Noon to 1 p.m.
Friday, April 18 – Noon to 1 p.m.

The Executive Team (concentration coordinators) will report/ discuss progress of the effort at their meetings, as shown below. These will not be "open meeting" opportunities for everyone, but rather times for concentration coordinators to make sure the process is moving forward to a successful conclusion.

Executive Team Meetings

Thurs., March 6 – 10 to 11 a.m.
Thurs., April 10 – 10 to 11 a.m.
Thurs., May 1 – 10 to 11 a.m.

As I said in my YouTube video when I took over as interim chair, I respect all of you. Our department is doing excellent work, and we have much to be proud of. But we can be stronger – and I am confident we will.

**MEETING OF THE FACULTY
OF THE DEPARTMENT OF COMMUNICATIONS**

MINUTES

Meeting Date: Friday, March 14, 2014

Date of Approval: Friday, September 26, 2014

I. Call to Order:

D. Swanson called the meeting to order at 1:35pm.

Members In Attendance: Carol Ames, Pamela Caldwell, Tom Clanin, Jim Collison, Emily Erickson, Brent Foster, Dennis Gaschen, Beth Georges, D. Kazoleas, Jeusun Kim, Cindy King, Paul Lester, Henry Puente, Waleed Rashidi, Jason Shepard, Nancy Snow, Andi Stein, Doug Swanson (Interim Chair), Joe Winski, Mark Wu, Fred Zandpour.

Members Not In Attendance: Genelle Belmas, Jeff Brody, xtine burrough, Carolyn Coal, Dave DeVries, Pete Evanow, Tony Fellow, Kuen-Hee Ju-Pak, Dean Kazoleas, Gail Love, Jay Moon, Bonnie Stewart, Gerald Wright.

II. Approval of Minutes: Motion to approve the minutes from the February 7, 2014 meeting by J. Shepard, seconded by J. Collison, approved unanimously.

III. Introduction – Dana Roson, new Assistant Dean

D. Swanson introduced the College of Communications new Assistant Dean, Dana Roson. She will be focusing on advising students with specific need (on academic probation, in crisis, etc.), and on student clubs within the College. She discussed student resources at the University Learning Center, and distributed information to the group.

P. Lester congratulated Jason Shepard on his election as the new Department of Communications Chair (starting August, 2014).

IV. Old Business

A. ACEJMC Accreditation/Self-Study Report (Erickson and Shepard)

All faculty members are requested to provide their updated CV and updated accomplishments for the accreditation self-study report. E. Erickson uploaded a template on the Department's Titanium Community. Please use the template, and upload finished documents to the same location in Titanium. Information for the past 6 years (starting with the 2008-09 academic year) is needed. If additional accomplishment categories are needed, please notify E. Erickson. M. Wu requested that the category "Book Translation" be added.

B. Foster asked if the department had voted on whether or not to seek accreditation and stated that it should be discussed and decided on.

T. Clanin stated that in the past, the university President mandated that departments seek accreditation.

D. Swanson spoke with Dean Briggs this morning, who stated that direction to seek accreditation came down through the President and Provost, that any department that can seek accreditation should do so.

P. Caldwell asked if the department would need to seek accreditation if it was separate from the journalism concentration.

H. Puente noted that the University of South Florida dropped its accreditation.

C. Ames – it would decrease the department’s status if it were not accredited. The department has had this discussion before. If it wants to consider dropping accreditation, the discussion should take place over the next five years before the next re-accreditation process.

F. Zandpour – ACEJMC is obsolete, slowing advancement in the department.

T. Clanin – COMM 471 is doing great things with multimedia, which was requested by ACEJMC.

D. Kazoleas – The department is doing a lot with technology. Carol’s point on reputation is important because the department doesn’t have good branding.

M. Wu – A lot of other schools have opted out of accreditation because of the stringent requirements. The most important thing is for our students – employers don’t care about accreditation. We are behind other schools and need to focus on improving our curriculum to make it more modern.

P. Lester stated that he will not be doing his accreditation self study assignments (as he explained in an email dated 3/13/14 that was sent to all faculty), and suggested that others should not do theirs either.

A. Stein reminded the group that anyone who gives up their assignments is giving more work to everyone else because the work must get done. The graduate program just finished work on its Program Performance review.

D. Swanson – Because we do accreditation, we don’t have to do Program Performance reviews.

P. Lester – Program Performance reviews don’t have implications on the number of courses offered, how department collaborate, etc.

B. Foster asked how much has been spent on the accreditation process so far.

J. Shepard estimated between \$5,000-6,000.

P. Lester offered to give up his release time to compensate the department if it decided to forego the accreditation process.

B. CEPR Accreditation/Self-Study Report (Swanson)

The PR concentration faculty decided that they will seek CEPR accreditation. The deadline for application review is 10/01/14. The site visit will be in March, 2015, following the ACEJMC site visit.

C. Awards & Scholarships Committee Report

In absence of x. burrough, D. Upson provided a brief report to the faculty. The Scholarships and Awards Committee selected scholarship recipients for the 2013-14 year, and that information has been sent to Nathan VanDiggele in the Dean’s office to begin the process of securing checks for the students. The student team from PRACTICAL ADVANTAGE has been working on planning the ceremony, which should turn out well.

V. New Business

A. Curriculum Committee Recommendations (King)

The Entertainment and Tourism concentration is requesting course changes for COMM 346, 446, 449A and 449B. The requests for COMM 346 and 446 are prerequisite updates as noted in the Course Change forms that were distributed. The requests for COMM 449A and 449B gives students to participate in the Practical Advantage student run agency as credit for their capstone class. It will be a third section of the agency with clients and campaigns focused on entertainment and tourism. F. Zandpour moved to approve the changes. The motion was seconded by M. Wu, and approved unanimously.

B. Emeritus Faculty Status for Diane Witmer (Swanson)

C. Ames moved to grant Emeritus Faculty status to Diane Witmer, and D. Kazoleas seconded the motion, which was approved unanimously.

F. Zandpour stated that he wanted the group to discuss department policies and procedures, noting that he has observed many changes.

D. Swanson explained to the group that F. Zandpour is upset about a recent visiting scholar application that was incomplete, but passed to the Personnel Committee for review. In the past, the Department Chair reviewed and either approved or denied visiting scholar applications. D. Swanson rejected this application based on it being incomplete, but passed the application on to the department Personnel Committee in hope the Personnel Committee might review the application and perhaps see merit in it.

F. Zandpour stated that D. Swanson's actions were not according to policy and that he is making up policy as he goes along.

D. Gaschen addressed F. Zandpour and said that this dialogue is totally inappropriate for this forum and requested that he bring these matters up behind closed doors, or as an agenda item at a future meeting.

F. Zandpour pursued the discussion further, requesting an immediate decision from the Department Chair.

D. Swanson clarified F. Zandpour's request by asking if he wanted a decision immediately. F. Zandpour replied that he did.

D. Swanson replied that F. Zandpour's recent application for a visiting scholar is denied.

VI. Announcements

Department announcements are located at the bottom of the agenda for this meeting.

The meeting adjourned at 2:40pm

**MEETING OF THE FACULTY
OF THE DEPARTMENT OF COMMUNICATIONS**

MINUTES

Meeting Date: Friday, May 9, 2014

Date of Approval: Friday, September 26, 2014

I. Call to Order:

D. Swanson called the meeting to order at 1:30pm.

Members in Attendance: Carol Ames, Jeff Brody, xtine burrough, Pam Caldwell, Tom Clanin, Carolyn Coal, Jim Collison, Emily Erickson, Pete Evanow, Brent Foster, Beth Georges, Kuen-Hee Ju-Pak, Dean Kazoleas, Jeesun Kim, Cynthia King, Paul Lester, Gail Love, Mel Opotowski, Henry Puente, Waleed Rashidi, Jason Shepard, Andi Stein, Bonnie Stewart, Doug Swanson, Mark Wu

Members not in Attendance: Genelle Belmas, Dave DeVries, Tony Fellow, Dennis Gaschen, Jay Moon, Coral Ohl, Nancy Snow, Diane Witmer, Gerald Wright, Fred Zandpour

II. Approval of Minutes: Minutes from the March 14, 2014 will be reviewed for approval at the next faculty meeting (first meeting during fall 2014 semester).

II. Old Business

Latino Communications Initiative Certificate – Inez Gonzalez joined the meeting to discuss the LCI documents she previously emailed and distributed to the group. P. Caldwell moved to accept the Latino Communications Initiative Certificate. D. Kazoleas pointed out that the goal is to better serve the community and students, and that the Department will not lose any credit units. P. Evanow seconded the motion to approve, and mentioned that Reyes Hidalgo from the CSUF Modern Languages department is very supportive of this certificate.

ACTION: The Latino Communications Initiative Certificate was approved with one abstention.

III. New Business

Nomination of Part-Time Faculty Representative for 2014-15 year:

It was noted that for the 2013-14 year nominations were compiled in an online survey and voted on in that manner. P. Evanow moved that the Department create a policy to follow the same procedure each year. A. Stein seconded the motion.

ACTION: Policy change to request nominations via email, then establish voting via online survey was approved unanimously.

P. Evanow nominated Mel Opotowski. M. Opotowski noted that the nomination process needs to be opened to all part time faculty.

ACTION: D. Swanson will email all part time faculty requesting nominations, then will compile them in an online survey for votes.

Department Policy Statement on Internship & Course Change Proposal (COMM 495T)

P. Caldwell - An increasing number of students are requesting a waiver from the internship requirement for graduation. The university Career Center is recommending that students complete 2-3 internships before graduation. The Department of Communications needs a strong policy requiring students to take an internship, and for faculty to stand by that policy.

T. Clanin Suggested including the following language “with approval of advisor under extenuating circumstances”.

P. Caldwell – Internships can be completed in various fields, and can be broadly related to COMM for those who are in different fields. Currently, students must have senior standing and have a 2.25 GPA to register for COMM 495T.

G. Love stated that most trade articles for PR recommends 2-3 internships prior to graduation.

C. Coal suggested that faculty work harder to explain the importance of internships to students.

C. Ames moved to amend item #3 to read “other documented unique and extreme circumstances.” D. Kazoleas seconded the motion.

It was explained that students can complete an internship that fits with their work schedule. Currently, P. Caldwell is solely responsible for determining whether or not a student qualifies to not do an internship. It was suggested that a review committee be formed to evenly distribute the responsibility.

D. Kazoleas suggested that the internship coordinator bring the requests to the chair for final decision. G. Love suggested that the students should write a petition to have a TDA exception for COMM 495T.

ACTION: The motion to change the policy language under item #3 to “other documented unique and extreme circumstances” was approved with 21 yes votes and 1 no vote.

D. Kazoleas moved that the TDA exceptions must be approved by consultation between faculty advisor and faculty internship coordinator. B. Foster seconded the motion.

ACTION: The policy change that COMM 495T TDA exceptions be approved by consultation between faculty advisor and internship coordinator was approved unanimously.

T. Clanin moved to change language of previous motion to “student must have a written formal appeal with appropriate documentation of extreme and unique circumstances”.

C. King moved to change the language of the previous motion to “Other documented extreme and unique circumstances with consultation between faculty advisor and internship coordinator. Documentation should include a written formal petition to the students faculty advisor.” E. Erickson seconded the motion.

VOTE – C. King’s amendment – C. King withdrew the motion.

VOTE - Main motion – P. Caldwell withdraws the main motion.

ACTION: Pam Caldwell will edit the proposal based on faculty suggestions and bring to the next faculty meeting.

Course Change Proposal – COMM 495T

Proposal to allow students to take COMM 495T more than once.

ACTION: Proposal was approved unanimously.

Course Change Proposal – COMM 410

Proposal to add the prerequisite that students must take at least one class in their concentration first, and that the course can be taught online.

ACTION: Proposal was approved unanimously.

Department Policy Statement on IRA Funding Applications:

D. Swanson suggested that a policy be established requesting that the Department office be given a copy of funding applications. No oversight functions will be allowed, policy would be for record keeping purposes.

K. Ju-Pak moved to remove the 4th paragraph from the policy statement, remove the word “consultation”, change “prior” to “simultaneous”, change “consulted” to “informed” in paragraph 3. C. Ames seconded the motion.

ACTION: The proposal was approved unanimously with the accepted language changes.

Committee Reports:

Scholarships/Commencement Committees:

x. burrough - Reminder to RSVP to the Awards Ceremony. P. Lester reviewed minor changes to the commencement ceremony.

ACEJMC Accreditation:

J. Shepard - Thank you to everyone who has submitted chapters. Reminder that there are still several outstanding items needed. E. Erickson is coordinating CV's, please be sure to send her yours.

D. Swanson requested a brief summary from committee chairs of committee proceedings throughout the year.

Tenure-Track & Tenured Faculty Business:

J. Shepard moved to enfranchise all FT lecturers to vote for all committee elections. C. King seconded the motion. The motion was approved unanimously.

ACTION: All FT lecturers are enfranchised to vote for all committee elections.

2014-15 Vice Chair Election

Doug Swanson and Brent Foster were nominated for the position. Doug Swanson was elected Vice Chair with 14 out of 25 votes.

Personnel Committee:

Committee members must be full professors. Cindy King, Paul Lester and Doug Swanson were selected for the committee, with Jeff Brody as alternate.

Search Committee:

Carolyn Coal, Brent Foster and Carol Ames were nominated and selected for the Search Committee. Doug Swanson will serve as Department Vice Chair member of the committee.

College Committee Representation:

Assessment Committee: Doug Swanson
Commencement Committee: Beth Georges
Curriculum Committee: Emily Erickson
Elections Committee: Carol Ames
Research & Development Committee: Jeesun Kim

The meeting was adjourned at 3:00 pm.

Proposed Policy on IRA Applications
(Instructionally Related Activities Funding)

IRA funding for academic and co-curricular programs is determined by the University President in consultation with the IRA Committee, working under rules established by the State Legislature.

The Department of Communications has no oversight role in the process. However, the Department needs to have a record of solicitation and receipt of IRA funds dedicated for COMM classes.

Simultaneously with any request for IRA funding that identifies a Department of Communications course or co-curricular program as beneficiary, the Department Chair should be informed. This is for informational purposes, so the Chair can be aware of requests being made on the faculty's behalf.