



Department of Film and Mass Media Meeting

Meeting Date: 03/04/19

Attendance: G. Bagley, Z. Beckler, T. Brown, R. Brunson, S. Collins, K. Coronado, L. Danker, D. Doyle, M. Gerstein, L. Ingle, E. Kight, W. Kinnally, P. Kohl, L. Mills, P. Peters, L. Peterson, G. Rhodes, T. Ritter, K. Shults, K. Smith, L. Speere, K. Voss

Excused: J. Bowen, Y. DeBlois, R. Jones, J. Malala, J. McCully, S. Rice, B. Rubenking, D. Yonts

Unexcused: J. Kunerth, A. Major, B. Sandler, U. Stoeckl

Approval of Minutes

Upon a motion made, the meeting minutes of February 1, 2019, were approved as written.

Committee Reports

- Marketing/Recruitment – K. Shults
 - Continuing to build a list of high schools in Florida
 - Informing students when orientations are scheduled
 - Creating a survey to find out how students are getting information
 - G. Rhodes noted the department has money for printing flyers, brochures, etc.
- AESP – T. Brown
 - Under Service, change “School committee” to “Program/Department/School committee and add standing or ad hoc.”
 - Under Teaching, add “guest lecture” to Above Satisfactory, Delivery
 - Under both Teaching and Service, change School guidelines to department
 - Will send out another Qualtrics survey to hold a final vote
 - Only tenured faculty can vote
- Policy and Procedures – L. Speere
 - By-Laws document passed; now goes to the school committee
 - Section 4.3 needs to be changed to “committee should be at least three members”
 - Under Syllabus section – will send out Qualtrics survey to get feedback
 - Under Office Hours section – delete ‘assigned office space’ to ‘physical campus location’
- Equitable Load Policy – G. Rhodes
 - Postpone until April’s meeting

Any Other Business (AOB)

- Congratulations to Steve Collins for being voted as the department senator, and Tim Brown as the alternate department senator
- Department received approximately \$2K from CAH for computer peripherals; software is included
 - Will check to find out if COS faculty can use the money as well
- Department has \$10K for events; therefore, will be able to have an event on filmmakers of the Blair Witch project in April. Will be held on a Monday morning.
- Celebrate the Arts – will check with Rudy McDaniel

Respectfully submitted,
Debbie Doyle