

Department of Communication

Meeting Minutes prepared by Carishma Marsh

April 3, 2020 (11:00am-12:30pm) Skype Meeting

I. Attendance and Minutes

a. Call to Order:

Deanna Sellnow called to order the faculty meeting of the Department of Communication at 11:20 am during the Skype Meeting.

b. Roll Call:

Roll Call was completed via Carishma notating the individuals who attended the call.

In attendance: Carishma Marsh, Sofia Salazar, Renata Kolodziej, Michael Strawser, Gary Lapage, Jonathan Conway, Joan McCain, Lindsay Neuberger, Douglas Blemker, Bridget Rubenking, Regina Francies, Michelle Desseau, Zhang Hang, Jennifer Sandoval, Jorri Bright, Shari Hodgson, Keyera Lyn, Lakelyn Taylor, Rufus Barfield, Christine Hanlon, Jonathan Matusitz, Rebecca Morales, Rodrigo Soares, Sally Hastings, Harry Weger, Seth Fendley, James Miller, Jihyun Kim, Heidi Bolduc, Deanna Sellnow, David Young, Andrea Scott, Karisa Workman, America Edwards, James McCafferty, Jennifer Miller, Nan Yu, Robert Littlefield, Patric Spence, Steven Neel, Susan Morris, Manuel Vega, Raul Gambao, Suzanne Prentiss, Steven Neel, Boyd Lindsley, Ann Miller, Mary Meyers,

Absent: Darius Lana, Deanna Schulz, Denise Lowe, Lori Johnson, Megan Pabian, Megan Paquin, Melissa Dodd, Ross Wolf, Adam Parrish (Excused), Timothy Sellnow (Excused)

II. Approval of March 6, 2020 Minutes

Seth Fendley motioned, and James McCafferty seconded.

Minutes were approved unanimously.

III. Agenda Additions

There were no additions.

IV. M.A.D (Making a Difference & Donation Dollars)

i. Service

1. A. Miller states that we are the 5th largest contributing organization to the Covid19 food drive. The food drive will be open until the end of the semester. By selecting the link Ann will provide via email, you can donate money or actual food items.

ii. Student Success

1. L. Hudock further discussed the Quotes Website mentioned in the Agenda:
 - a. There were internships listed from more than 50 employers. Students are definitely using the website as a resource. Employers have already begun receiving resumes within the first 30 minutes of going live. She recommended sharing the website

with other students and employers even if it is not Ad-PR related as it does seem to be a great resource.

2. J. McCain states that they emailed forms to students explaining the process as they do need to complete remote internships. Students were able to complete electronic applications.
3. S. Neels has the same process as Joan in terms of remote internships. About 8-10 students have been registered so far.

b. **Any Other Dollar Donation (a.k.a. Communication Cares) Thoughts to Share**

- i. **S. Hodgson** states there are 9 new members of the Honor Society. The letters were sent out yesterday.

V. Pandemic Communication Pedagogy “Best Practices” Teaching Tips

In addition to the tips included in the agenda:

- a. A. Miller suggests you can find additional tips on remote instruction on the FCTL website:
<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuctl.ucf.edu%2Fteaching-resources%2Fteaching-strategies%2Fcreative-pedagogy-for-online-instruction%2F&data=02%7C01%7CCarishma.Marsh%40ucf.edu%7C8a5529f24d6a49dc422208d7dafd7931%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C637218654494448624&data=PnqrlffgyOWdJBdq%2B8eAanFaLyYGeQLnrU%2B5pfoMI1Y%3D&reserved=0>
- b. M. Myers also suggests using Zoom for video presentations. This was supported by D. Sellnow and J. Sandoval. Per J. Sandoval, Zoom is easier to use and manage as you can verify who is entering the group.
- c. S. Salazaar and L. Taylor have recommended Loom for presenting speeches and power point presentations: <https://www.loom.com/>. One example is:
<https://www.loom.com/share/59e0158f197446b1bb0a63e2fc468faa>
- d. A. Edwards explains you can also use Zoom to record presentations and use PowerPoints, by starting and recording a meeting with just yourself.
- e. J. Conway recommended using Youtube to upload and view presentations.
- f. R. Gamboa uses apple clips for 3 minute updates: <https://www.apple.com/clips/>
- g. J. Sandoval recommends Screencastify for captioning videos, and C. Hanlon suggests OBS for screen capturing.
- h. M. Dusseau mentions using what the students need and what the students wanted to adjust her assignments and recommends using UCF Cares if she doesn't receive 3 consecutive assignments. She's verify impressed with their assignments.
- i. S. Fendley, J. Bright and D. Sellnow found that students desired normalcy and consistency and wanted to maintain a scheduled meeting time and date.
- j. J. Bright offers a variety of Zoom Meeting times to take into consideration the time differences international students may have.

VI. Chair Report

- a. Committee Update (C. Hanlon)

C. Hanlon commended the search committee. The Committee had prepared a recommendation for this past Wednesday. Unfortunately, with the hiring freeze, the search has essentially been placed on hold;

the Provost is not making any exceptions. R. Littlefield has suggested retaining those who were on a 1 year visiting contracts for an additional year because 7/9 positions were to replace the 1 year contracts. Without a replacement, 27 sections would not have faculty to teach them. This request has been supported by both CAH and COS deans. R. Littlefield mentioned the recommendation for the position was Jamie Vega. Go Jamie!

At this time, Dr. Littlefield has indicated that the school and department will proceed course by course as Adjunct positions have not been approved.

b. New President and Ongoing Interim Provost:

Our new president will be starting April 13th; a briefing about our school has been submitted. Dean Johnson will continue as Interim Provost.

c. Advising

Per Rebecca, the advising team is working remotely Monday through Friday from 8am -5pm via email at nassc@ucf.edu or phone at 407-823-2681. Enrollment for Summer, Fall and Spring are currently open, but are carefully being monitored weekly.

Each student can adapt the S/U Policy. A satisfactory equates to an A, B or S. Unsatisfactory equates to a C minus or below.

d. Other – UTA & Study Abroad Program

Per Nan, the study abroad office is still accepting new proposals for the next academic year. Please contact Kim Tuorto or Nan Yu if you would like. The deadline is April 20th.

If you are interested in participating in the next year's UTA program, please contact Nan Yu via email before May.

VII. Old Business and Other Reports

a. Teaching Rotation (A. Parrish)

A survey and vote of faculty on teaching rotation was distributed by A. Parrish on behalf of the Policy and Planning committee. Results: 20 voted to approve in current form and 10 voted no. Although it did receive 2/3 vote, a few small changes were made based on suggestions in the survey. See policy guidelines in April 3, 2020 agenda.

The following was discussed:

J. Matusitz wanted to know if the teaching rotation is semester or yearly based. Per D. Sellnow, the university is now providing yearly schedules to the students.

R. Smith wanted to clarify tenure vs non tenure in terms of the rotation. She thinks that non-tenure and tenure should be taken into consideration for each group; the current ranking for the teaching rotation does not seem fair. However, R. Littlefield clarified that it is important for faculty to recommend guidelines, but based on experience and other specifications, the chair will need to have its discretion when making a final decision. L. Neuberger mentions that it important that everything that is done be equitable and evenly applied across Faculty as that is in the University policy.

Through the online chat, C. Hanlon suggested that individuals who did not receive a teaching assignment during the previous year be prioritized to the top of the list for summer teaching.

It was then clarified by S. Hastings that these guidelines were being developed for the Fall and Spring Semesters.

S Hastings mentioned having to teach a 9 AM class for both Fall and Spring. She doesn't think she should have to teach that particular class all the time.

- b. **M. Dusseau** states that if you have a class you can teach online, please contact her as soon as possible.
 - c. **B. Rubenking** states that the S/U policy also applies to the Graduate courses. IF you are uncomfortable advising the grad students in terms of the policy, please send them to Bridgette, Tim or Kelsey.
 - d. **S. Fendley and J. Conway** have been working to have a combined team. Speech and Debate are looking toward the Fall and are going to find ways to ensure the teams are active during the Fall and Spring even if the travel budget is reduced. Due to various cancellations, these departments have several credits and refunds that will leave room for competitions in the upcoming year.
 - e. **A. Miller** states that FCTL will be having a remote workshop the week of May 4-8th. Advertising may not be released until next week. You will need to apply if you would like to participate. Faculty grant will be \$500 instead of \$800.
 - f. **J. Sandoval** confirms that a voting ballot for articles were physically mailed. Elections have been postponed until further notice.
- VIII. **New Business**
- IX. **The meeting was adjourned at 12:42 pm. This was moved by Jim McCafferty. Adjournment of the meeting was approved unanimously.**
- X. **Adjourned (Next Meeting: Fall 2020)**