

Department of Communication
Meeting Minutes prepared by Carishma Marsh
August 13, 2020 9AM – 11AM via Zoom

I. Attendance and Minutes

a. Call to Order:

Deanna Sellnow called to order the faculty meeting of the Department of Communication at 9:00 AM on August 13, 2020 on Zoom.

b. Roll Call:

Roll Call was completed via attendees signing the Sign In sheet before entering.

In attendance: Carishma Marsh, Deanna Sellnow, Rufus Barfield, Doug Blemker, Jorri Bright, Jonathan Conway, Melissa Dodd, Michelle Dusseau, Seth Fendley, Regina Francies, Christine Hanlon, Sally Hastings, Shari Hodgson, Lindsay Hudock, Jihyun Kim, Renata Kolodziej-Smith, Gary LaPage, Jim McCaffery, Joan McCain, Ann Miller, George Musambira, Steve Neel, Lindsay Neuberger, Adam Parrish, Michael Strawser, Jennifer Sandoval, Andrea Scott, Tim Sellnow, Patric Spence, Jamie Vega, Harry Weger, Karisa Workman, David Young, Wendy Howard, Keyera Lyn, Jennifer Miller, Mary Myers, Suzy Prentiss, Dan Holsenbeck, Megan Paquin, Deanne Schulz

Absent: Denise Lowe, Nan Yu (excused), Jonathan Matusitz (Sabbatical)

II. Approval of March 6, 2020 Minutes

Adjustments: Regina Francies did attend the meeting.

This was motioned by James McCafferty and seconded by Rufus Barfield.

Minutes were approved unanimously.

III. Agenda Additions

There were no additions.

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

a. **Research**

- i. **C. Hanlon:** We now have SONA! Please reach out to C. Hanlon for more information regarding how to access this software. However, we will have a specific section for this in our next meeting.

b. **Teaching**

- i. **R. Barfield** - Is a Faculty Fellow in Dean COS for assessment the 2020-2021 year and was appointed to be the Chair of Board of Directors Healthy Start Coalition of Osceola County Florida. Go **Rufus!**

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

- i. Congratulations to those who made 5 (**Doug, Deanna, Tim, Renata, and Andrea**) and 20 (**Christine**) years with UCF!
- ii. Sending love and prayers to **M. Dusseau** for her bravery and perseverance.
- iii. **C Marsh** was accepted in the UCF Master of Accounting Program for this Fall.
- iv. Congrats to **M. Strawser** on Baby George!

V. Chair Report

- a. Syllabi and Office hours are due by August 21, 2020. Please make sure to include the statements regarding COVID 19 Return to Campus and your faculty hours. These can be adjusted at a later time. If you have already submitted these, you will need to resubmit with the COVID 19 Return to Campus.
- b. The Change Form for Remote Modality needs to be submitted to **D. Sellnow**.
- c. R. Littlefield has requested recommendations for downsizing infrastructure. **R. Barfield** suggested we develop a list of responsibilities of each individual to reduce redundancy. Definitions for the **infrastructure** was requested to receive clarification on if downsizing is referring to administrative positions or faculty positions. **S. Hastings** suggested arguing that during the last recession 'the fat was cut out'. **A. Parrish** will be sending out a brief survey to receive everyone's title and responsibilities. **C. Hanlon** mentioned the OPS position providing support to COM is vital. **S. Neel** said that we could reduce the amount of committees being that we are no longer an official department. **A. Parrish** said there should be a discussion with Littlefield to confirm representation and the structure of committees desired by NSCM. **H. Weger** suggested having a list of committees and their purposes to review.

Decision: We are going to be doing a unit wide audit of what everyone does and what the school level will be doing. The audit will be shared with the unit before being sent to Littlefield.

- d. Monthly meetings: **M. Dusseau** suggested every other month meetings with in between recorded meetings as needed. **D. Sellnow** mentioned sending an email update every couple of weeks versus every week. **S. Neel** suggested scheduling a meeting for September then deciding at the meeting if we needed a next one immediately or could postpone to November. However, at this time, we will be maintaining Friday mornings at 10.

VI. Old Business and Other Reports

- a. **H. Weger** was nominated and approved to replace **J. Sandoval** on the NSCM Policy and Planning Committee. Yay Harry!
- b. COM/CONFLICT Curriculum Streamline: **M. Strawser** suggested to read over the document sent in March before voting. Clarification on who can vote is needed; Deanna will look into this.

VII. New Business

- a. **J McCain: Ad/PR** moved the essay process online. While integrity was a concern, this process was extremely successful. Shout out to **Lindsay, Gary, and Doug!**
- b. **H. Weger: Human Comm** had 150 remote interns this summer. Shout out to **Steve!**

- c. **A. Parrish, C Hanlon: GEP** is working on updating the GEP Assessment. The SPC courses are in good shape, and they are working on the COM1000. **H. Weger** had concerns on if all GEP courses from SUS schools are accepted. **L. Neuberger** will get back to him.
- d. **M. Dusseau: Scheduling** has recommended to wait until mid-semester to consider changing your mode for the Spring Semester. We do not have the University confirmation if the High Flex Blend will continue in the Spring Semester. While you can change to Web, if High Flex Blend is continued, you cannot return to In Person.
- e. **M. Strawser: Curriculum Alignment** is focusing on getting the 'large house in order'. This summer, Andrea, Jonathan and Adam, have been working on creating web courses for Upper Core Courses – Interpersonal Research Methods, Communication Theory and Advanced Public Speaking.
- f. **J. Vega: Alumni Chapter and Mentorship Program** has 60 applications for mentors so far. Applications will close on September 18th. On August 17th, they will start launching applications for students. **Apply at:**

<https://ucfalumni.com/nscmmentor>

D. Blemker requested more information regarding what **P. Smith** does and how that impacts the COM unit. **J. Vega** clarified **P. Smith** is responsible for generating large sums of money to NSCM for the departments to use for scholarships, foundation, etc. She suggested inviting Patrick Smith to the next meeting to discuss his position in more detail.

- g. **J. Conway & S. Fendley: Speech & Debate** will be continuing virtually. Speech & Debate fully intends to be active and engaged and will now be working on operating jointly. Please add the flyer that will be emailed to you shortly to your Web Course/ Syllabi/ etc. to assist with recruiting.
- h. **A Miller, M. Strawser, C. Hanlon: FCTL Programming** has additional information regarding Blend Flex. There is a teaching and learning day on August 21st 9:30 AM – 11 AM to answer any questions. There will be a session to learn about new technology/concepts to improve teaching.

To sign up: <https://fctl.ucf.edu/programs/teaching-and-learning-days/>

To sign up for a semester-long cohort: <https://fctl.ucf.edu/programs/faculty-development-cohorts/>

- i. **L. Hudock: Intern Pursuit** was extremely successful last spring. Intern Pursuit will be virtual again this semester with improvements to the process and the site. Pre-Intern Pursuit events will also be implemented. **J McCafferty** requested the information collected from employers be shared with faculty members to share with their students. Carishma will be working with NSCM Webmaster to ensure all links provided during meetings and throughout semester can have a centralized location on the Nicholson Resource page.
- j. **J. Sandoval:** Union has completed voting. The new executive is transitioning and won over 100 votes.
- k. **Other: D Blemker** mentioned that Victor and JT will be assisting with Nicholson Resource since Tommiea's position is not being filled. However, please be mindful when sending work. Please remember to complete your surveys. **W. Howard** provided an update

regarding EOT in which faculty have been credentialed for 1 year. To ensure your credentialing is permanent you will need to complete a quality course review.

L. Neuberger provided information regarding a situation that was going on with the COM unit. A cease and desist letter being issued against several students who filed a complaint against a colleague. Additionally, the request for access to emails has ended as of yesterday.

- VIII. **The meeting was adjourned at 10:50AM. This was moved by Deanna Sellnow and seconded by Carishma Marsh.**
- IX. **Next Meeting: September ???**