

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

August 23, 1999

Members Present: Linda Aldoory, b.j. Altschul, M. Berry, Deborah A. Cai, Laura E. Drake, Kathleen P. Farasy, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, James E. Grunig, Larissa A. Grunig, Amy Heyse, Patricia A. Lawrence, Michael F. Meffert, Alexandra L. Morrison, Shawn J. Parry-Giles, Leah Waks, and Andrew D. Wolvin

Guests Present: None

1. Approval of Agenda

- a. The following changes were made to the agenda:
 - i. L. D. Drake > L. E. Drake (item #8)
 - ii. Internal Review > Self Study (item #10)
 - iii. Trevor Parry-Giles was added to list of new personnel (item #4)
- b. With the above changes, the agenda was approved.

2. Approval of Minutes

- a. The minutes of May 7, 1999 were approved.

3. Election of Secretary of Departmental Assembly

- a. J. Garst was elected. E. L. Fink wanted the record to reflect that J. Garst was elected by acclamation.

4. Introductions

- a. E. L. Fink commented on the 1998-1999 academic year and directions for the 1999-2000 academic year.

5. Departmental Assignments News and Updates

- a. Administrative Officers
 - i. Library Liaison
 - (1) L. Aldoory volunteered for this position.
- b. Course Supervisors
 - i. E. L. Fink noted that course supervisors were encouraged to make class visits at least once during the semester and provide the instructors with written feedback. He also asked supervisors to make sure that they encouraged their supervisee(s) to discuss any problems or questions that may arise during the semester.
- c. Other Functions - As presented

- d. Standing Committees
 - i. Departmental Assembly
 - (1) E. L. Fink noted that an undergraduate student needs to be identified and appointed to the assembly.
 - e. Other Committees
 - i. NCA Reception
 - (1) E. L. Fink encouraged L. E. Drake, chair, to work with COMMGRADS co-presidents to identify students willing to assist with the reception.
 - ii. Colloquium Committee
 - (1) E. L. Fink encouraged L. Aldoory, chair, to work with COMMGRADS co-presidents to identify students willing to assist with the colloquium series.
 - f. Representatives
 - i. College Park Senator
 - (1) It was announced that S. J. Parry-Giles was recently elected to the executive committee of the College Park Senate.
6. **Election of the Faculty Advisory Committee**
- a. D. A. Cai, J. E. Grunig, and S. J. Parry-Giles were elected to the Faculty Advisory Committee by secret ballot.
7. **Election of Salary Advisory Committee**
- a. The following individuals were elected to the Salary Advisory Committee by secret ballot:
 - i. Full Professor: A. D. Wolvin
 - ii. Associate Professor: R. N. Gaines
 - iii. Assistant Prof/Instructor/Lecturer (on tenure line): J. Garst
8. **Selection of Grade Appeals Committee**
- a. R. N. Gaines, J. E. Grunig, L. A. Grunig, and A. D. Wolvin volunteered to be on the committee.
 - b. J. E. Grunig was appointed chair.
9. **Other Reports**
- a. Director of Undergraduate Studies (L. Waks)
 - i. Fall 1999 Departmental Commencement
 - (1) The ceremony has been tentatively scheduled for Dec. 23rd at 3 p.m. in 0200 Skinner Building.
 - (2) Moving the ceremony to an earlier time may necessitate paying for a room that is further away.
 - (3) L. Waks will continue looking into the options.
 - ii. First Look Fair
 - (1) The event will occur sometime in mid-September.

- (2) The Communication Club will get very involved (L. Waks, advisor).
 - (3) It was suggested that the Public Relations Student Society of America (b.j. Altschul, advisor) should also get involved.
 - b. Outreach Coordinator (A. L. Morrison)
 - i. A full report will be provided at the next Assembly meeting.
 - ii. More than thirty students were placed in internships during the past summer, ranging in location from New York City to Florida.
 - c. Director of Graduate Studies (R. N. Gaines)
 - i. Recruitment of graduate students will be a focus in the upcoming year. An emphasis will be placed on the different research areas offered by the department.
 - ii. Administrative Goals:
 - (1) Apply for a block grant for fellowships, as opposed to individual applications.
 - (2) Complete the graduate student portion of the Departmental Self Study.
 - iii. A. D. Wolvin requested that the expectations for the faculty in the following situations be addressed:
 - (1) Advising students during the summer.
 - (2) Summer commencement.
 - d. Colloquium Chair (L. Aldoory)
 - i. Names of potential speakers were requested.
 - e. Social Fund (D. A. Cai)
 - i. A memo will go out soon requesting donations for the social fund.
 - f. Assistant Professor Search Committee (L. A. Grunig)
 - i. Recruitment of potential candidates was conducted at the recent AEJMC conference.
 - ii. All were asked to remind potential candidates to apply.
 - g. Mass Communication (added to agenda by E. L. Fink)
 - i. The chair requested that individuals interested in mass communication courses that could potentially be added to the curriculum form a committee.
 - ii. Volunteers included L. Aldoory, J. Garst, P. A. Lawrence, M. F. Meffert, S. J. Parry-Giles, and L. Waks.

10. **Reception at NCA (L. E. Drake)**

11. **Departmental Centennial (A. D. Wolvin)**

- a. A. D. Wolvin mentioned the potential for a major reception at the NCA Convention in Seattle in 2000
- b. He is also looking at other creative ways to approach the centennial, including a focus on alumni giving.

12. **Self-Study (E. L. Fink)**
 - a. The Departmental Self Study will be due in the Spring, probably around March 1, 2000.
 - b. All involved in the Self Study should have received a loose-leaf notebook on the topic.
 - c. Although N. Cordova was employed over the summer to pull together the relevant documents, the Faculty Advisory Committee will need to examine the documents and farm out the tasks that still need to be done.

13. **Remaining Issues from Previous Academic Year**
 - a. Debate Program
 - i. The Dean of Undergraduate Studies has not responded to the proposal from the department. The Dean of Arts and Humanities (ARHU) is expected to promote the proposal.
 - b. Professor McCaleb's appointment
 - i. E. L. Fink will continue to pursue a change in status for Professor McCaleb with the ARHU Dean.
 - c. Enhancement Plan
 - i. Efforts are underway to obtain a faculty line for a full professor in Rhetoric with an emphasis in public policy. E. L. Fink welcomes any comments/suggestions about the potential position.
 - d. Citation in Rhetoric
 - i. R. N. Gaines will contact the English Department to get the shared citation moving along.

14. **Old Business**
 - a. Overhead projectors (M. Berry)
 - i. The department currently has only three operational overhead projectors.
 - ii. Although we can purchase 10 - 11 projectors at reduced prices, it is unclear whether standard overhead projectors are what we need.
 - iii. Everyone was requested to discuss with M. Berry their overhead needs, as related to potential purchase.
 - iv. M. F. Meffert will pursue the availability of Power Point equipment, either by borrowing it from the college or by potential purchase.
 - b. Syllabi
 - i. The sooner everyone submits syllabi for copying the better.
 - c. Coursepacks
 - i. The Faculty Advisory Committee will meet to discuss the feasibility of the department making coursepacks internally.

15. **Important Dates**
 - a. This semester, Department Assembly Meetings will take place the first Friday of

each month, except for November due to the NCA conference.

Jennifer Garst
Secretary of Departmental Assembly
August 24, 1999

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

September 3, 1999

Members Present: Linda Aldoory, b.j. Altschul, M. Berry, Deborah A. Cai, Laura E. Drake, Kathleen P. Farasy, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, James E. Grunig, Larissa A. Grunig, Amy Heyse, Patricia A. Lawrence, Chris Morris, Alexandra L. Morrison, Shawn J. Parry-Giles, Trevor Parry-Giles, Leah Waks, and Andrew D. Wolvin

Guests Present: Sungeun Chung

1. **Approval of Agenda**

- a. The following changes were made to the agenda:
 - i. Introductions was added as item #0.
 - ii. News; seminar enrollment; GRB and fellowships; and office stress were added to the Chair's Report (item 4).

0. **Introductions**

- a. Mark Tosso, former undergraduate representative to the Departmental Assembly, introduced himself.
 - i. E. L. Fink congratulated M. Tosso on his election to the College Park Senate and the executive committee of the Senate, as well as his position on the President's Student Council.
- b. Chris Morris introduced himself as the new undergraduate representative to the Departmental Assembly.
 - i. C. Morris is a double major in English and Communication Education.
 - ii. His e-mail address is cincaidc@wam.umd.edu.

1. **Approval of Agenda continued**

- b. With the above changes (see 1a), the agenda was approved.
- c. Subsequent corrections to the agenda were as follows:
 - i. L. E. Grunig > L. A. Grunig (item #3f; Human Subjects Review Committee)
 - ii. L. A. Grunig > R. N. Gaines (item #3f; Salary Advisory Committee)
 - iii. L. E. Drake > removed from Media Curriculum Committee (under Other Committees)
 - iv. Commugs@deans.umd.edu > commugs@umail.umd.edu (Item #4, Director of Undergraduate Studies)

2. **Approval of Minutes**

- a. The minutes of August 23, 1999 were approved.
3. **New Departmental Assignments**
- a. Undergraduate Studies Committee
 - i. Patricia Zuber was named as the undergraduate representative.
 - b. Centennial Committee
 - i. E. L. Fink noted that others to be appointed may include alumni, undergraduates, and parents.
4. **Other Reports**
- a. Chair (E. L. Fink)
 - i. News
 - (1) Yunna Rhee received a master s thesis competition award from the Institute for Public Relations.
 - (2) Jodi Saunders received a congratulatory letter from J. Greenberg, Center for Teaching Excellence, for her work with the recent T.A. orientation.
 - (3) L. Aldoory was invited to be on a panel about communication at Millersville University, PA.
 - ii. Seminar enrollments
 - (1) Given a number of graduate seminars that have limited enrollment (e.g., less than five enrolled), E. L. Fink requested that the Graduate Studies Committee provide a recommendation for the graduate seminar curriculum for next year (i.e., how many and what courses).
 - iii. GRB and fellowships
 - (1) GRB Faculty Awards
 - (a) Application due dates
 - (i) Summer award 11/8/99 by noon
 - (ii) Semester award 10/18/99 by noon
 - (iii) Creative and performing arts award 10/5/99 by noon
 - (b) So that the Chair can write the required departmental recommendation letter, E. L. Fink should receive the completed application one week prior to the above deadlines.
 - (2) Fulbright Award (not to be confused with a Fulbright Fellowship)
 - (a) Programmatic awards that have an international focus
 - (b) Due 10/1/99
 - (c) E. L. Fink has more information.
 - iv. Office stress
 - (1) Everyone was reminded to be sensitive to the increased stress levels of the office staff.
 - v. Course packs, trust, and the law

- (1) The importance of open discussion was stressed. It was hoped that anyone concerned with the workings of the department would first discuss any problem/issue with the chair, and if not satisfied, then pursue the issue with a higher authority.
 - (2) The Faculty Advisory Committee met with the university lawyers.
 - (a) It was decided that due to both copyright laws and the hassle of producing course packs, the department will not distribute course packs.
 - (3) A handout regarding copyright laws was distributed.
- vi. Enhancement plan
- (1) E. L. Fink distributed the Enhancement Plan dated 11/6/98.
 - (a) The new proposal is due 10/1/99, so recommendations for updating the prior plan should be submitted to E. L. Fink ASAP.
 - (2) Neck Snapping Initiatives
 - (a) \$2.5 million available for neck snapping initiatives.
 - (b) Ideas for neck snapping initiatives are encouraged.
 - (c) Two page written proposals should be submitted to E. L. Fink by 9/14/99.
 - (d) A. D. Wolvin suggested a center for communication and technology.
- vii. Debate proposal
- (1) If the ARHU Dean does not fully support the most recent proposal, the matter will be dropped for the time being.
- viii. Self-study
- (1) The Faculty Advisory Committee will meet 9/14/99 to review what needs to be done and will divide up the work.
- ix. Equipment
- (1) Due to the recent addition of faculty, staff, and graduate students, the department is having a number of equipment problems. E. L. Fink reported that every effort was being made to correct the problems, within the limits of both people power and the budget.
- x. College Convocation
- (1) The convocation will be held 9/14/99 at 3:30.
 - (2) New faculty will be introduced.
 - (a) NOTE: New faculty includes adjunct faculty and lecturers.
- xi. Office arrangements
- (1) E. L. Fink reported that almost all of the offices are set up, but that space is extremely tight.
 - (2) Everyone was asked to make sure of the following:
 - (a) Main office has your correct office assignment and phone number
 - (b) Outgoing phone message is correct
 - (c) E-mail address on departmental web page is correct. If not,

contact M. Meffert.

- (3) It was recommended that M. Meffert create an e-mail reflector for all official members of the Departmental Assembly and others who should be regularly notified of departmental activities.
- b. Director of Undergraduate Studies (L. Waks)
 - i. Commugs@umail.umd.edu
 - (1) E-mail reflector for Communication undergraduate students.
 - ii. Commencement
 - (1) L. Waks proposed holding Fall 1999 Commencement in the Chapel on the evening of 12/22/99, the night before the university commencement. However, this plan may not be possible due to the final exam schedule.
 - c. Director of Graduate Studies (R. N. Gaines)
 - i. Graduate student mail reflector
 - (1) commgrad-mail@umail.umd.edu
 - ii. Block grant proposal
 - (1) Two proposals will be submitted on 9/30/99 for:
 - (a) Ph.D. fellowships
 - (b) M.A. scholarships for individuals pursuing a professional degree in public relations
 - iii. Revised graduate program description
 - (1) Four main areas of communication were recommended. The specialties under each of the four main areas are under advisement.
 - (a) Social Influence
 - (i) persuasion, social cognition, intercultural, negotiation, conflict management
 - (b) Rhetoric
 - (i) rhetorical criticism, history of public discourse, history of rhetorical theory
 - (c) Applied
 - (i) political communication, health communication, organizational communication, communication education
 - (d) Public Relations
 - (2) The Graduate Studies Committee welcomes feedback about whether the above categories and specialties are an accurate reflection of the department's graduate program.
 - d. Colloquium Chair (L. Aldoory)
 - i. A full schedule for the 1999-2000 academic year will be distributed soon.
 - ii. The first colloquium will feature J. E. Grunig and L. A. Grunig on 9/17/99.
 - e. Social Fund Chair (D. Cai)
 - i. Memos requesting donations for the social fund were distributed on 9/3/99.

- f. Assistant Professor Search Committee (L. A. Grunig)
 - i. The deadline is 10/15/99; two applications have been received.
 - ii. All were asked to remind potential candidates to apply.
 - g. Human Subjects Review Committee (L. A. Grunig)
 - i. L. A. Grunig reminded everyone that the human subjects review committee needs to review proposals for all classroom projects and proposals that have been changed from that originally proposed.
 - ii. Forms are available on the departmental list serve.
 - h. Reception at NCA (L. E. Drake)
 - i. Submit suggestions for the gathering to L. E. Drake within the next week.
 - ii. The Graduate Studies Committee was requested to provide recommendations for how the gathering could be used to promote graduate school recruitment.
5. **Departmental Centennial**
- a. Nothing to report.
6. **Other old business**
- a. Nothing to report.
7. **Additional new business**
- a. L. A. Grunig is on the President's Commission on Women's Issues on campus.
 - i. She requested input ASAP on issues related to women that should be emphasized this year.
8. **Important dates**
- a. September 14, 1999: College Convocation (3:30 p.m., Tawes Recital Hall)
 - b. October 1, 1999: Departmental Assembly meeting
 - c. October 2, 1999: Meeting of the Maryland Communication Association

Jennifer Garst
 Secretary of Departmental Assembly
 September 8, 1999

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

October 1, 1999

Members Present: Linda Aldoory, Maggie Berry, Deborah A. Cai, Laura E. Drake, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, James E. Grunig, Larissa A. Grunig, Amy Heyse, James F. Klumpp, Patricia A. Lawrence, Michael F. Meffert, Alexandra L. Morrison, Shawn J. Parry-Giles, Trevor S. Parry-Giles, Leah Waks, and Andrew D. Wolvin

Guests Present: Sungeun Chung, Nathaniel I. Córdoba, Leslie Dinauer, Eric Grammar, Lisa M. Gring-Pemble, Diane Hemmings, Michael Philipp, Michael Phillips

1. **Approval of Agenda**

- a. The agenda was approved with no revisions.
- b. A subsequent change to the agenda moved the report from the Colloquium Chair to right after the report from the Chair.

2. **Approval of Minutes**

- a. The minutes of the September 3, 1999 departmental assembly meeting were approved.

3. **Report of Graduate Director (R. N. Gaines)**

- a. Proposed changes in M.A. and Ph.D. requirements
 - (1) Memo dated 9/10/99 from R. N. Gaines to E. L. Fink, outlining the proposed changes is attached.
- ii. Drop preference for COMM 600 and 711 in the M.A. methods requirement.
 - (1) During the discussion, R. N. Gaines motioned to call the question, but the motion was defeated. After further discussion the proposed change was passed (9 yes, 3 no, 2 abstentions).
 - (2) Deletion is indicated on the attached excerpt from the *M.A. Handbook*, Department of Communication (new item #3, or old item #2).
- iii. Four proposals were considered together:
 - (1) Add a required course, COMM 602 Communication Theory, for all M.A. students.
 - (2) Drop the foundations examination as a requirement for M.A. students.
 - (3) Add a required course, COMM 602 Communication Theory, for

- communication department at James Mason University.
- (2) Diane Blair was also invited to deliver a paper at the George Bush Presidential Library for the Annual Presidential Rhetoric Conference. This is quite an honor since she is the first graduate student in the history of the conference who has been invited to give a paper.
- ii. Enhancement Plans
 - (1) A total of four enhancement plans were submitted by the department. These plans were distributed (authors in parentheses).
 - (a) Proposal for Enhancement of the Department of Communication (E. L. Fink)
 - (b) Proposal for a Center for Research on Communication and Technology (A. D. Wolvin)
 - (c) Proposal for a Global Center for Public Relations Research and Professional Development (J. E. Grunig & L. A. Grunig)
 - (d) Proposal for an Institute for Political Communication and Civic Leadership (S. J. Parry-Giles & T. S. Parry-Giles)
 - iii. Self-Study
 - (1) The Faculty Advisory Committee met and divided up the work that needs to be done for the self-study. Notification of responsibilities was sent out via a 9/24/99 memo from E. L. Fink.
 - (2) The deadline for the final report is due 5/15/00.
 - iv. Affiliate Faculty
 - (1) E. L. Fink asked for recommendations for potential affiliate faculty members whose work is closely aligned with communication and/or whose prestige would be a benefit to the department and its students.
 - v. Class Visitations
 - (1) APT Committee members and course directors were encouraged to complete their classroom visits. These visits should be scheduled in advance.
 - vi. Spring Schedule
 - (1) The current Spring 2000 schedule listed on Testudo has many errors that E. L. Fink and L. Waks are addressing. E. L. Fink would like to be notified of any additional problems, but only after the current set of problems has been resolved.
 - vii. Research Brown Bag
 - (1) Individuals interested in quantitative research are holding an informal research brown bag on Friday, October 8th at 10 a.m. in the conference room. Anyone interested is invited to attend.
- b. Colloquium Chair (L. Aldoory)
 - i. L. Aldoory requested feedback about student concerns about the brown

- bags being both required and on Fridays at noon.
 - ii. It was suggested that if students are unable to attend a particular brown bag that they inform the colloquium chair and provide a reason for their absence.
 - iii. It was also pointed out that all students new to the department were informed of this requirement prior to enrolling in the department.
- c. PRSA Certification (L. A. Grunig)
 - i. L. A. Grunig indicated that the department will submit the materials for PRSA certification in the Spring.
 - ii. The Public Relations Student Society of America (PRSSA) is meeting in conjunction with the Public Relations Society of America Conference on October 23-28. Several students will be attending the conference.
 - iii. b.j. Altschul's written PRSSA progress report is attached.
- d. Director of Undergraduate Studies (L. Waks)
 - i. First Look Fair was very successful.
 - ii. Fall 1999 Commencement
 - (1) L. Waks has submitted a request for the Chapel for noon on 12/23/99, the day of the university commencement. This time has not yet been confirmed.
 - iii. Enrollment
 - (1) A total of 611 undergraduate students are registered for the Fall 1999 semester.
- e. Outreach Coordinator (A. L. Morrison)
 - i. Nothing to report.
- f. Media Committee (L. Aldoory)
 - i. The media committee met 11/8/99 and will be proposing three new media courses.
- g. Social Fund Chair (D. A. Cai)
 - i. The social fund now has more than \$700.
- h. Assistant Professor Search Committee (L. A. Grunig)
 - i. The deadline is 10/15/99; seven applications have been received.
 - ii. All were asked to remind potential candidates to apply.
- i. Human Subjects Review Committee (L. A. Grunig)
 - i. Several minor changes have been to the application process. The most notable changes ask that researchers:
 - (1) Submit copies of qualitative instruments with their applications.
 - (2) Provide an estimate of the number of participants who will

- participate in their study.
- (3) Use the term participants instead of subjects.
- ii. The instructions and application forms are currently being placed on the graduate student page of the departmental web site.

- j. Reception at NCA (L. E. Drake)
 - i. The reception will take place on Friday evening, 11/5/99.

- k. Departmental Centennial (A. D. Wolvin)
 - i. Work is in progress on a major NCA reception and campus event; funding and alumni strategies; and the creation of a sticker.

- l. Maryland Day
 - i. Three different aspects are being considered for the day:
 - (1) talk by R. N. Gaines
 - (2) set of fun-based activities
 - (3) set of skill-based activities
 - ii. Food and a sticker are being considered.
 - iii. The date has not been set by the university.

- 5. **Other business**
 - a. Nothing to report.

- 6. **Important dates**
 - a. October 23-28: PRSA/PRSSA Conference
 - b. November 4-7: NCA Convention
 - c. November 12: Departmental Assembly
 - d. November 25-28: Thanksgiving recess
 - e. December 3: Departmental Assembly
 - f. December 14: Last day of classes
 - g. December 23: Fall Commencement

Attachments:

- Memo from R. N. Gaines to E. L Fink, dated 9/10/99
- PRSSA Progress Report from b.j. Altschul, dated 10/1/99

Jennifer Garst
Secretary of Departmental Assembly
October 4, 1999

MINUTES FROM THE SPECIAL DEPARTMENTAL ASSEMBLY MEETING

November 17, 1999

Members Present: Linda Aldoory, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, James E. Grunig, Larissa A. Grunig, Michael F. Meffert, Shawn J. Parry-Giles, Trevor S. Parry-Giles, Leah Waks, and Andrew D. Wolvin

Guests Present: Juan Carlos Molleda and Yunna Rhee

The assembly met with Juan Carlos Molleda, a candidate for an Assistant Professor position in the department. Mr. Molleda responded to questions from the Assembly and was given the opportunity to ask questions.

Jennifer Garst
Secretary of Departmental Assembly
November 17, 1999

MINUTES FROM THE SPECIAL DEPARTMENTAL ASSEMBLY MEETING

November 22, 1999

Members Present: Linda Aldoory, Deborah A. Cai, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, James E. Grunig, Larissa A. Grunig, Michael F. Meffert, Trevor S. Parry-Giles, and Andrew D. Wolvin

Guests Present: Nathaniel I. Córdova, Derina R. Holtzhausen, and Yunna Rhee

The Assembly met with Derina R. Holtzhausen, a candidate for an Assistant Professor position in the department. Dr. Holtzhausen responded to questions from the Assembly and was given the opportunity to ask questions.

Jennifer Garst
Secretary of Departmental Assembly
November 22, 1999

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

December 3, 1999

Members Present: Linda Aldoory, b j Altschul, Deborah A. Cai, Laura E. Drake, Edward L. Fink (Chair), Robert N. Gaines, Larissa A. Grunig, Amy Heyse, Patricia A. Lawrence, Michael F. Meffert, Alexandra L. Morrison, Shawn J. Parry-Giles, Trevor S. Parry-Giles, Bonnie Waggoner, Leah Waks, and Andrew D. Wolvin

Guests Present: Nathaniel I. Córdoba

1. Approval of Agenda

- a. The agenda was approved with no revisions.

2. Approval of Minutes

- a. The minutes of the November 10, 1999 departmental assembly meeting were approved.

3. Reports

- a. Chair (E. L. Fink)
 - i. APT Review
 - (1) The APT reports are due prior to Friday 12/10/99.
 - ii. Spring Schedule
 - (1) The spring schedule has not been finished yet since two more graduate assistants have resigned. It was pointed out that graduate assistants who resign do not receive funding or a stipend for the affected semester.
 - (2) The department is facing debts, due in part to salary payments.
 - (3) The department is hoping to hire a full-time lecturer to address the shortage of teaching assistants.
- b. Graduate Director (R. N. Gaines)
 - i. Block Grants
 - (1) Both block grant proposals are funded in part. The professional M.A. in public relations program receives \$29,000 for the present recruitment year, the Ph.D. program \$5,500 for the present and \$5,500 for the next recruitment year.
 - ii. Plans of Study for M.A. Students
 - (1) The plans of study for M.A. students must be approved by the advisory committee first and the graduate faculty later.
 - (2) Since none of the new M.A. students has submitted a plan of study so far, R. N. Gaines pointed out that full-time students need to

- submit a plan of study during the first semester. If no plan of study is submitted by early spring, the student is not considered in good standing anymore and will lose funding for the following semester.
- (3) In response to a question by L. A. Grunig, R. A. Gaines pointed out that the plans of study should reflect an educated guess of what courses might be available. Plans of study can be changed later without the approval of the full graduate faculty.
 - (4) The plan of study submitted to the Graduate School should include only 30 credits. The advisory committee, however, can require a higher number of course credits.
 - (5) All necessary departmental forms are available online in the graduate program section of the departmental web site.
- iii. Graduate Director Role
- (1) R. N. Gaines pointed out that the tasks of the graduate director are primarily administrative. The function of a graduate advisor is fulfilled by every tenure-track and tenured member of the faculty, and students should consult with their graduate advisors if they have questions. It is the responsibility of the graduate advisors to find the answers to these questions without consulting the graduate director if possible. The position of a graduate secretary does not exist and is only partially fulfilled by the graduate coordinator. Consequently, it is the responsibility of the advising faculty to file any forms directly in the students' folders.
 - (2) A. D. Wolvin stressed the need for a new staff person. E. L. Fink indicated that the problem of space has to be solved first but that the college appears to be supportive of such requests. It will be a slow and gradual process to fund and hire such a person.
- iv. Recruitment of Students (I)
- (1) The recruitment function is primarily fulfilled by the graduate director and the graduate coordinator, but every faculty member will have a role in contacting potential graduate students.
 - (2) Some offers for the next academic year need to be sweetened.
 - (3) R. N. Gaines reported that the outreach to potential students at various graduate fairs and the NCA recruitment session did not have many benefits.
 - (4) In response to a question by L. A. Grunig, R. N. Gaines called the outreach to Black colleges desirable, but given the limited resources in terms of time and faculty involvement, it is currently not feasible.
 - (5) B. Waggoner requested the help of all faculty members to respond to phone and personal requests for information about the program and specialty areas.
- iv. Study Plans
- (1) L. Aldoory suggested an orientation meeting for new faculty members about which courses are actually offered in the different

- specialty areas of the department.
- (2) R. N. Gaines reminded the faculty of the need to develop study plans and descriptions of areas to be able to provide new students with this information. Faculty members will have to take a leadership role to develop the plans for their respective areas. A study plan for rhetoric and public discourse will be distributed as an example in the following days, and faculty are asked to develop similar plans for political communication, public relations, intercultural communication, negotiation and conflict management, persuasion, health communication, and potentially organizational communication. They will be posted on the departmental website starting December 15.
- v. Recruitment of Students (II)
 - (1) After A. D. Wolvin stressed the recruitment crisis for teaching assistants, R. N. Gaines reported that the department plans to initially admit an additional three to four students with funding in the spring to avoid another shortfall in the fall.
 - vi. Faculty Retreat
 - (1) Following the discussion of L. E. Drake's request for a faculty retreat, the assembly decided to schedule an all-day retreat on Friday, February 4, 2000. All faculty members are expected to attend. The Departmental Assembly was rescheduled to February 11, 2000, and L. Aldoory will try to reschedule the colloquium with Judy Pearson to a Friday outside the regular colloquium schedule.
 - vii. Overload
 - (1) E. L. Fink pointed out that the department has taken steps to deal with the overload of the Graduate Director and the Undergraduate Director by assigning graduate assistants to work with them.
- c. Undergraduate Director (L. Waks)
 - i. L. Waks reported that the proposals for course prerequisites (for COMM 400, 401, 402, 450) have been submitted to the College PCC.
 - ii. The Limited Enrollment Plan will be submitted soon.
 - iii. The proposals for the media courses have been submitted to the College PCC.
 - d. Outreach Coordinator (A. L. Morrison)
 - i. A. L. Morrison pointed out that her position involves both the function of an internship coordinator as well as that of an outreach coordinator.
 - ii. A. L. Morrison reported that 60 interns could be placed this semester, an increase of 20 students.
 - iii. The advising of interns is time consuming because they are expected to write five papers and develop a portfolio.
 - iv. Because there is a demand for internships starting already on January 1, A. L. Morrison intends to offer COMM 386 in the winter term starting next year, and this year if still possible. L. A. Grunig pointed out that offering

- internships when classes are not in session might subject the department to legal liabilities if any problems occur.
- v. Summer internships usually cover both summer sessions. No solution was offered for this problem.
 - vi. Communication majors can take internships for up to 6 credits, students in public relations for up to 3 credits. E. L. Fink reported about an agreement with the college that students can only sign up with the ARHU 386 internship course if they already have a faculty member as sponsor.
 - vii. A. L. Morrison requested advice from the faculty in which journals she should place items such as notices.
 - viii. A. L. Morrison is in contact with Lyle Henderson, the media relations specialist at the college, to coordinate their activities.
 - ix. A. L. Morrison reported about progress in plans for the centennial, in particular the development of the alumni data base with the help of Don Souhrada. She indicated the need to set goals for the fundraising drive.
 - x. No money was awarded to our department by the Pepsi Enhancement Committee.
 - xi. A. L. Morrison reminded the faculty that RVSPs for the event “Celebrating Excellence” with J. E. Grunig and L. A. Grunig were due that day.
- e. Colloquium Chair (L. Aldoory)
 - i. There is one remaining colloquium in the Fall semester, scheduled for next Friday.
 - ii. The schedule for the spring colloquium series is complete. Several speakers still have to confirm their availability. The titles will be announced once they become available.
 - f. Social Fund Chair (D. A. Cai)
 - i. Nothing to report.
 - g. NCA Reception (L. E. Drake)
 - i. L. E. Drake reported that 12 potential graduate students were contacted during the NCA reception.
 - ii. L. E. Drake stressed the need to keep track of the effectiveness of this event in the future and to clarify and assess its goals.
 - h. Departmental Centennial (A. D. Wolvin)
 - i. A. D. Wolvin indicated the need of \$95,000 for the centennial reception in Atlanta in 2001.
 - ii. The committee will try to recruit alumni.
 - iii. R. N. Gaines requested a reassessment of the priorities of how the funds will be used.
 - i. Maryland Day
 - i. L. A. Drake reported that the plans for three events (kids’ games, interactive lecture, and charades) for the Maryland Day event on April 29, 2000, were submitted and that a report with more details will be distributed.

4. Other Business

- a. A. L. Morrison raised awareness to recent hate mail on campus and reported about activities in other departments in response to these events.
- b. b j Altschul reported about the activities of the PRSSA chapter. A summary report will be distributed.

5. Important dates

- a. December 14: Last Day of Classes
- b. December 23: Commencement
- c. Departmental Assemblies for the Spring Semester:
 - i. February 11
 - ii. March 3
 - iii. April 7
 - iv. May 5

Michael F. Meffert
Acting Secretary of Departmental Assembly
December 7, 1999

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

March 3, 2000

Members Present: Linda Aldoory, bj Altschul, Deborah A. Cai, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, Eric M. Grammer, James E. Grunig, Larissa A. Grunig, Patricia A. Lawrence, Alexandra L. Morrison, Bonnie Waggoner, Leah Waks, and Andrew D. Wolvin

Guests Present: None

1. Approval of Agenda

- a. The agenda was approved with no revisions.
- b. Subsequent changes to the agenda inserted the following reports:
 - i. Space Issues (E. L. Fink)
 - ii. Collegiate Council (R. N. Gaines)
 - iii. PRSSA (bj Altschul)

2. Approval of Minutes

- a. The minutes of the February 11, 2000 Departmental Assembly meeting were approved.

3. Reports

- a. Chair (E. L. Fink)
 - i. Kudos
 - (1) List of Kudos
 - (a) PR Week recently addressed the future of Public Relations education. J. E. Grunig and L. A. Grunig were among the list of the top ten educators.
 - (b) D. A. Cai and L. E. Drake had an article accepted for publication in Human Communication Research.
 - (c) D. A. Cai, J. Garst, J. E. Grunig, L. A. Grunig, Flora Hung, and M. F. Meffert had papers and/or panels accepted at the upcoming International Communication Association Conference.
 - (d) The upcoming conference for the International Listening Association will be run largely by undergraduates from the Department.
 - (e) Many of the graduate students in the department will be involved in the upcoming conferences for International Listening Association and Public Relations Society of America Educators Academy.
 - (f) bj Altschul will soon have a couple of articles appear in business and scientific magazines.

- (2) R. N. Gaines suggested that as a way to publicize the Department, kudos should be placed on the Departmental web site.
- ii. Self-Study
 - (1) All committees and individuals are requested to work as quickly as possible on completing their portion of the Self-Study.
 - (2) E. L. Fink will speak to each committee and individual about specific tasks.
 - (3) In order for the Self-Study to be turned in by the final deadline, the bulk of the work must be completed during March.
- iii. Early Warning Grades
 - (1) Our department has one of the worst records in the College for submitting early warning grades. Everyone is asked to please submit them.
 - (2) If there is no basis on which to make a grade assessment, instructors may rate a student's performance as satisfactory and then inform the student(s) what a satisfactory means. This procedure is consistent with the Instructions for Submitting Early Warning Grades.
- iv. Campus Strategic Plan
 - (1) Everyone was asked to review the Campus Strategic Plan that is located on the web. In order that the Department can provide a systematic response, the Chair requests that individuals provide him with their ideas about what they do not like about the plan and what should be added to the plan.
- v. Instructional Norms Memorandum
 - (1) The purpose of the recently distributed memo was to indicate to all instructors that efforts to enhance the educational climate of the classroom will be backed by the Department.
 - (2) It is expected that the issues addressed in the memo will be dealt with at the Departmental Orientation and, if necessary, be added to the materials for COMM 686.
 - (3) R. N. Gaines raised the issue of students stalking instructors about grades. The Chair indicated that he would talk to Judicial Programs about how to handle academic stalking.
- vi. Evaluation of Satisfactory Progress of Graduate Students
 - (1) The Chair recently informed several graduate students that they were not meeting one or more criteria for satisfactory progress in the graduate program, and could be dropped from the graduate program. The students were asked to respond in writing by March 10.
 - (2) If a student's response does not resolve the issue, the matter would be considered by the following individuals/committees in the specified order: (1) Graduate Director, (2) the student's Faculty Advisory Committee, and (3) the Graduate Faculty.
- vii. Presentation of Graduate Program Norms and Ethics
 - (1) Robert Dooling, Arthur Popper, and Joanne DeSiato have been

- invited to address graduate students and faculty.
 - (2) R. Dooling and A. Popper would make a presentation about graduate school norms and ethics.
 - (3) J. DeSiato would discuss her role as Ombuds Officer for Graduate Students.
 - viii. Technology Award
 - (1) The Department has recently nominated the COMM 107 team, headed by A. D. Wolvin, for a \$5,000 University award for the innovative use of technology.
 - ix. Space
 - (1) The Chair recently submitted a report on the space problems in the Department to the College.
- b. Director of Undergraduate Studies (L. Waks)
 - i. Spring 2000 Commencement (May 25 at Ritchie Coliseum)
 - (1) The time has changed to 2:30 p.m. from the previously scheduled time of noon.
 - (2) Because of the time change, R. N. Gaines, Graduate Director, will be unable to attend.
 - ii. Honors Program
 - (1) The proposed revision of the Honors Program is moving through the College. The revised program will allow students to take Communication Honors Option courses. Once the revised program is approved, L Waks will send out more detailed information.
- c. Graduate Director (R. N. Gaines)
 - i. Admissions
 - (1) The majority of the decisions have been tentatively made. The entering class will probably be 25-30 students.
 - ii. Scholarships
 - (1) For AY 2000-2001 the Department has received 2.5 Public Relations Professional M.A. (PRPMA) scholarships through a Graduate School Block Grant (\$29,000); however the Graduate School will only provide tuition remission for whole fellowships-- meaning that the Department has two full PRPMA scholarships plus about \$6000 cash to offer PRPMA students.
 - (2) For AY 2000-2001 the Department has been granted the right to nominate two PRPMA students for scholarships in the Graduate School's scholarship open-competition.
 - iii. Fellowships
 - (1) For AY 2000-2002 the Department has received \$5,500 in fellowship money each year through a Graduate School Block Grant. This amount has been matched by the College. However, it is unclear whether the total of \$11,000 per year is accompanied by tuition remission. The Graduate Director has asked the College

- whether tuition remission is available, and has not yet received an answer.
- (2) For AY2000-2002 the Department has the right to nominate five Ph.D. students for fellowships in the Graduate School's fellowship open-competition.
- iv. Assistantships
- (1) Approximately twenty applicants and/or graduate students who are not now supported in the Department will be offered assistantships for Fall 2000.
- d. Collegiate Council (R. N. Gaines)
- i. R. N. Gaines requested:
 - (1) recommendations about the University Strategic Plan that he could take to the Collegiate Council.
 - (2) potential topics for upcoming ARHU Dean s fora.
- e. Outreach Coordinator (A. L. Morrison)
- i. Departmental Publicity
 - (1) A. L. Morrison recently forwarded relevant departmental kudos to College Park International.
 - (2) Individuals are encouraged to provide the Outreach Coordinator with information that highlights the achievements of the Department and individuals within the Department. The information can be forwarded to Spectra or other suggested outlets.
 - ii. Internships
 - (1) There are a total of 93 internships this semester, 25% of which are from students in the Journalism PR track.
 - (2) There was discussion about students attempting to take internship credits without having many courses in Communication. A. L. Morrison indicated that she does not let students do internships if they have not taken any Communication courses, and strongly discourages students from doing internships if they have only taken a few Communication courses.
 - iii. Workload
 - (1) R. N. Gaines noted that we should look at work load issues for the Outreach Coordinator.
 - (2) L. A. Grunig also made the same suggestion for individuals involved in professional activities (e.g., PRSSA).
- f. Communication Research Center/Webmaster (M. F. Meffert)
- i. E. L. Fink made the report in M. F. Meffert s absence.
 - ii. New Computers
 - (1) Two new Dell computers have been installed in the computer lab.
 - iii. New Printer
 - (1) A new printer has been installed in the main office.
 - (2) The paper trays for the printer are:

- (a) Tray 1: Bypass tray for envelopes, transparencies, etc.
 - (b) Tray 2 : Letter head
 - (c) Tray 3: Regular paper
 - iv. Rules for the Computer Lab
 - (1) The newly written Graduate Student Computer Lab Policies were distributed.
 - v. Scanner
 - (1) The purchase of a scanner is being discussed.
 - g. Colloquium Chair (L. Aldoory)
 - i. The issue was raised whether undergraduates should be encouraged to take Colloquium credits. The issue was referred to the Undergraduate Studies Committee.
 - h. Social Fund Chair (D. A. Cai)
 - i. Nothing to report.
 - i. Quantoid Brown Bag (D. A. Cai)
 - i. Individuals interested in quantitative research are holding an informal research brown bag on Friday, March 10 at noon in the conference room. Anyone interested is invited to attend.
 - j. Departmental Centennial (A. D. Wolvin)
 - i. Nothing to report.
 - k. PRSA Certification (J. E. Grunig)
 - i. On April 10 and 11 representatives of PRSA will visit the Department as part of the Certification in Education for Public Relations (CEPR).
 - ii. The representatives will be attending PR classes and other classes frequented by PR students (e.g., required courses, Negotiation, Persuasion, etc.). They will also hold an open meeting with students.
 - l. PRSSA (bj Altschul)
 - i. The energy level of the organization is high. Membership, as of last semester, was above sixty students, and around thirty students regularly attend meetings.
 - m. Maryland Day
 - i. The date for Maryland Day is Saturday, April 29; three activities will occur.
 - ii. All faculty, staff, graduate students, and undergraduate students are encouraged to participate.
4. **Other Business**
- a. Graduate Student Appreciation Week (April 24 - 28)

- i. Wednesday, April 26 has been designated as the day of appreciation by the University.
- ii. There appeared to be consensus about marking the day, but disagreement as to how.
- iii. The matter was referred to the Faculty Advisory Committee.

5. **Important dates**

- | | | |
|----|-----------------------------------|---------------------------|
| a. | Quantoid Brown Bag | March 10 (noon) |
| b. | Spring Break | March 20-26 |
| c. | Departmental Assembly | April 7 |
| d. | PRSA Certification Visit | April 10-11 |
| e. | Graduate Student Appreciation Day | April 26 |
| f. | Maryland Day | April 29 |
| g. | Review of M.A. Plans of Study | May 5 (8:30 - 10:00 a.m.) |
| h. | Departmental Assembly | May 5 |
| i. | Last Day of Classes | May 16 |
| j. | Commencement | May 25 (2:30 p.m.) |

Jennifer Garst
 Secretary of Departmental Assembly
 March 6, 2000

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

April 7, 2000

Members Present: Linda Aldoory, bj Altschul, Deborah A. Cai, Laura E. Drake, Edward L. Fink (Chair), Robert N. Gaines, Jennifer Garst, Eric M. Grammer, James E. Grunig, James F. Klumpp, Patricia A. Lawrence, Trevor S. Parry-Giles, Bonnie Waggoner, and Leah Waks

Guests Present: None

1. **Approval of Agenda**

- a. The agenda was approved with no revisions.
- b. Subsequent changes to the agenda inserted the following reports:
 - i. Posting minutes of Department Assembly meetings on web (E. L. Fink; listed under Approval of Minutes)
 - ii. Proposed Changes to the Graduate Program (R. N. Gaines)
 - iii. Paperwork for students formerly in the College of Journalism (R. N. Gaines)

2. **Approval of Minutes**

- a. The minutes of the March 3, 2000 Departmental Assembly meeting were approved.
- b. E. L. Fink noted that M. F. Meffert, the Webmaster, has been asked to post the minutes from the Department Assembly minutes on the Departmental website.
 - i. The decision to make the minutes password protected or fully accessible was discussed.

3. **Proposed revision of Department s Appointment, Promotion, and Tenure Procedures**

- a. The proposed revision sent out by the Chair on April 3, 2000 (attached) was discussed. The following revisions were made to the original proposal:
 - i. Section II. B. 1. a. ii: The sentence The faculty member may request the Department Chair to initiate such a visitation. was inserted after the second full sentence in the section.
 - ii. A substitute proposal to the original proposal was made and accepted for section V. Amendment of Procedures in its entirety. The substitute proposal reads:
 - (1) *Amendment of Procedures.* Changes to this document may be initiated by any member of the Departmental faculty through submission to the Department Chair. Changes shall be referred to the APT Committee for its review. The Committee shall consider the changes at a meeting held at least a week, but within three months, of submission of the changes. Upon approval by a

majority of the Committee, changes shall be forwarded to the Departmental Assembly for decision at its next meeting. Proposed changes must, however, be circulated to all members of the Departmental Assembly at least one week prior to the vote. Changes shall be passed upon majority vote of the Departmental Assembly. Changes become effective for faculty members who are employed the semester following their approval, and others who agree to be evaluated by these changes.

- iii. After the above changes were incorporated into the document, a straw vote was taken on each of the six specific changes listed on the memo from the Chair dated April 3, 2000. Each specific change (as amended) received support.
- iv. The proposed changes in their entirety, as amended, were accepted by a unanimous vote.

4. **Graduate Student Appreciation Day** (J. E. Grunig)

- a. Graduate Student Appreciation Week will be held on campus April 24 - 29, 2000.
- b. The Faculty Advisory Committee recommended that the Department hold a picnic on Wednesday, April 26, 2000 at noon, or sometime later in the afternoon.
- c. Following discussion, the Assembly voted (yes = 8; abstention = 1) to hold a reception/picnic lunch to honor graduate students on Wednesday, April 26, 2000 from noon to 2 p.m.

5. **Reports**

- a. Chair (E. L. Fink)
 - i. Kudos
 - (1) As part of the Celebrating Teachers program, L. Waks was selected by Renee L. Robbins as one who has had a unique impact on her educational career. Ms. Robbins, a Communication major, was recently chosen as an Outstanding Graduating Senior in the College of Arts and Humanities.
 - (2) L. A. Grunig recently had published three refereed journal articles and a chapter in an edited, refereed book. In addition, she wrote a professional publication for a Hungarian public relations audience. With J. E. Grunig, L. A. Grunig regularly writes a quarterly supplement to pr reporter on public relations.
 - (3) Michele Mason had a panel selected for the Rhetoric 2000 Conference sponsored by the Rhetoric Society of America. The Department of Communication will co-host this event with the English Department.
 - ii. Self-Study
 - (1) There is dire need to have all committees and individuals work as quickly as possible on completing their portion of the Self-Study.
 - (2) All parts of the study need to be completed by May 1, 2000.
 - iii. Evaluation of Satisfactory Progress of Graduate Students
 - (1) At the last Departmental Assembly meeting, the Chair indicated

that several graduate students were not meeting one or more criteria for satisfactory progress in the graduate program. All of the involved students responded in writing to the Chair and the issues have been resolved.

- iv. Presentation on Graduate Program Norms and Ethics
 - (1) Since the last Assembly meeting, R. Dooling and A. Popper made a presentation about graduate school norms and ethics to the graduate students.
 - (2) J. DeSiato, Ombuds Officer for Graduate Students, was at the above presentation but had no opportunity to speak. Ms. DeSiato will likely be invited back for a presentation to graduate students.
 - v. Lilly/CTE award
 - (1) A. D. Wolvin has been nominated for an award sponsored by the Center on Teaching Excellence.
 - vi. Outreach Coordinator position
 - (1) A proposal has been sent to the ARHU College to convert the Outreach Coordinator position from a one-year lecture position to an exempt staff position. The proposal has not been approved, but may be approved as a ten-month staff position with a teaching position during the summer.
 - vii. Space
 - (1) The Chair continues to discuss space issues with the College.
 - (2) Although the Center for 19th Century Music will have a space reduction next year, it is still unclear who will be assigned the newly available space.
 - viii. Summer Schedule
 - (1) The Summer Schedule has been finalized and is available on Testudo.
 - ix. Living/Learning proposals
 - (1) The Department submitted two proposals:
 - (a) A debate proposal written by J. F. Klumpp.
 - (b) An intercultural communication proposal written by L. E. Drake, L. Waks, and Roberta Lavine. A. D. Wolvin and D. A. Cai served as consults for the intercultural communication proposal.
 - (2) E. L. Fink was told that the intercultural communication proposal was the highest ranked proposal in the College.
 - x. International Day (April 7, 2000)
 - (1) A fair was held in front of McKeldin Library so that Colleges could display their international wares, connections, curricula, and interests.
 - (2) Flora Hung, Laura Janusik, Yunna Rhee, and Jodi Grossblatt Saunders staffed a table for the Department. The Department expressed its appreciation to this international team.
- b. Director of Undergraduate Studies (L. Waks)

- i. E. L. Fink made the report in L. Waks' absence.
 - ii. Spring 2000 Commencement (2:30 p.m. on May 25 at Ritchie Coliseum)
 - (1) Graduation information currently available on the web lists the wrong time.
 - (2) Although not definite, the Department hopes to have Kenneth Weissman, a famous Broadway producer and a 1961 graduate of the Speech Division (our Department's heritage), as the speaker.
 - iii. Senior Reception (May 5, 2000)
 - (1) A reception will be held for graduating seniors. Awards will be given out during the reception.
 - iv. Honors Program
 - (1) The proposed revision of the Honors Program has been approved. However, the Department has not received the final documentation of the approval.
- c. Graduate Director (R. N. Gaines)
- i. Proposed changes to the Graduate Program
 - (1) The submitted proposals for changes to the M.A. and Ph.D. programs and for a new course, COMM 602, were not forwarded by the College to the appropriate Campus committees.
 - (2) The documents have now been submitted to the Campus.
 - ii. Admissions
 - (1) A total of 30 out of 168 applicants have been admitted to the Graduate Program, with one more admission decision yet to be made. Of the 30 new admissions, 14 were to international students.
 - iii. Scholarships
 - (1) For AY 2000-2001 the Department had two Public Relations Professional M.A. (PRPMA) one-year scholarships to give.
 - (a) Both scholarships have been accepted by incoming graduate students.
 - (2) For AY 2000-2001 the Department had been granted the right to nominate two PRPMA students for scholarships in the Graduate School's scholarship open-competition.
 - (a) One scholarship was awarded by the Graduate School and has been accepted by an incoming graduate student.
 - iv. Fellowships
 - (1) For AY 2000-2002 the Department had one Ph.D. 2-year fellowship to give.
 - (a) The fellowship has been offered to an applicant, but it is currently unclear whether it will be accepted.
 - (2) For AY 2000-2002 the Department had the right to nominate five Ph.D. students for fellowships in the Graduate School's fellowship open-competition.
 - (a) Two fellowships were awarded by the Graduate School. Of these, one fellowship has been turned down. It is

currently unclear whether the second fellowship will be accepted.

- (3) In the Fall, a student from Journalism will move the Communication Department, bringing her existing fellowship with her.
- v. Graduate Program--Big Picture (E. L. Fink)
 - (1) E. L. Fink noted that the Department had a remarkably successful year in terms of graduate admissions and funding.
 - (a) A total of 25 applicants and/or graduate students who are not now supported in the Department will be offered assistantships for Fall 2000.
 - (b) The Department had the potential to have seven graduate students with fellowships or scholarships for the upcoming year.
 - vi. Paperwork for students formerly in the College of Journalism
 - (1) The credits for the students who moved to the Department from the College of Journalism were not transferred.
 - (2) In order for the credits to be transferred, a petition to do so has to be filed for each student.
- d. Collegiate Council (R. N. Gaines)
 - i. The Collegiate Council's recommendations about the University Strategic Plan was to:
 - (1) Develop a professional position at the University for a person with expertise in grant writing.
 - (2) Appoint an attorney on campus to assist faculty, staff, and students, as opposed to administrators, with legal issues related to University policy and procedures.
- e. College Park Senate (S. J. Parry-Giles)
 - i. Nothing to report.
- f. Colloquium Chair (L. Aldoory)
 - i. Nothing to report.
- g. Social Fund Chair (D. A. Cai)
 - i. Nothing to report.
- h. Quantoid Brown Bag (D. A. Cai)
 - i. April 7 brown bag had been canceled. The date of the next brown bag will be announced.
- i. Departmental Centennial (A. D. Wolvin)
 - i. E. F. Fink made the report in A. D. Wolvin's absence.
 - ii. Pepsi Fund proposal
 - (1) A. D. Wolvin developed a proposal for \$8,000 to fund a lecture

series for the Campus, not just the Department.

- (2) Suggested names for the lecture series are welcome.
- j. PRSA Certification (J. E. Grunig)
 - i. On April 10 and 11, representatives of PRSA will visit the Department as part of the Certification in Education for Public Relations (CEPR).
 - ii. The schedule for the visit was distributed.
- k. PRSSA (bj Altschul)
 - i. At the last meeting of PRSSA, Marc Hausman, a local PR professional, was the presenter. Mr. Hausman offered a challenge to the PRSSA chapter. If the chapter can raise its membership from 80 to 125, his organization will issue a grant of \$1,000 and join in initiatives and partnerships with the chapter.
- l. Maryland Day (New Faculty Collective)
 - i. The date for Maryland Day is Saturday, April 29; three activities will occur.
 - ii. All faculty, staff, graduate students, and undergraduate students are encouraged to participate. Sign-ups for the event are located near the copy machine in the Department.

6. Other Business

- a. As of April 7, 2000, there were 804 undergraduate communication majors (L. Waks).

7. Important dates

- | | | |
|----|---|---------------------------|
| a. | PRSA Certification Visit | April 10-11 |
| b. | Graduate Student Appreciation Week | April 24 - 29 |
| c. | Department Reception/Picnic Lunch
to honor Graduate Students | April 26 (noon - 2 p.m.) |
| d. | Maryland Day | April 29 |
| e. | Review of M.A. Plans of Study | May 5 (8:30 - 10:00 a.m.) |
| f. | Departmental Assembly | May 5 |
| g. | Reception for Graduating Seniors | May 5 |
| h. | Last Day of Classes | May 16 |
| i. | Commencement | May 25 (2:30 p.m.) |

Jennifer Garst, Secretary of Departmental Assembly
 April 13, 2000
 Attachments

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING
May 5, 2000

Members Present: Linda Aldoory, b j Altschul, Deborah A. Cai, Laura E. Drake, Edward L. Fink (Chair), Robert N. Gaines, Eric Grammer, James Grunig, Patricia A. Lawrence, Michael F. Meffert, Alexandra L. Morrison, Shawn J. Parry-Giles, Trevor S. Parry-Giles, Bonnie Waggoner, and Leah Waks.

Guests Present: None

1. Approval of Agenda

- a. E. L. Fink noted that one item of the agenda—the proposed change of the Undergraduate Director in the Graduate Director—is not a substantive proposal but a typographical error and should be dropped.
- b. The agenda was approved with this revision.

2. Approval of Minutes

- a. The minutes of the April 7, 2000 departmental assembly meeting were approved.

3. Revision of *Plan of Organization*

- a. The proposed revisions sent out by the Chair on April 26, 2000 were discussed (see attachment).
 - i. The proposal to separate the appointment of the members of the Human Subjects Review Committee from the Graduate Studies Committee was approved unanimously.
 - ii. The proposal to remove the responsibility for internships from the Director of Undergraduate Studies was approved unanimously.
- b. E. L. Fink reported that the Grievance Committee of the Department needs to become a standing committee. The Plan of Organization will need to be changed accordingly.

4. Proposed Change in Internship Requirement

- a. The proposal to change the credits for the internship requirement (COMM 386) from 3 to a range of 3 to 6 credits was discussed.
 - i. It was pointed out that students have the option to take up to 6 credits in one semester or 3 credits each in two different semesters.
 - ii. Only 3 credits count toward the major.
 - iii. The precise wording of the requirement has yet to be determined and the proposal will be submitted for approval by VPAC.
 - iv. The proposed change was approved unanimously.

5. Reports

a. Chair (E. L. Fink)

i. Kudos

- (1) The department received the Departmental Award for Excellence and Innovation in Undergraduate Education (along with \$5000) for COMM 107 (G. Boker, M. Chambers, S. Chung, L. Janusik, T. Matava, and A. Wolvin).
- (2) B. Waggoner was promoted retroactively to Program Management Specialist I, starting January 2000.
- (3) Diane Hemmings is presenting a paper titled "The Discourse of Technology: Bill Gates' Use of Metaphor" at the 4th *International Conference on Organizational Discourse* in London, July 26-28. She will present a paper titled "Celebrity CEO: The Rhetorical Construction of Bill Gates' Image" at the annual meeting of the *National Communication Association* in Seattle, November 8-12.
- (4) S. Chung, L. D. Dinauer, M. C. Philipp, and D. A. Cai became members of Sigma Xi, The Scientific Research Society.
- (5) L. Grunig is delivering the keynote address at the annual meeting of the SACOMM and will conduct a two-day review of the public relations curriculum at the University of Pretoria.
- (6) L. Hung is presenting a paper titled "Development of indices and an initial study of trust, control mutuality, commitment, satisfaction, and communal and exchange relationships as measures of organization-public relationships" (coauthored with J. Grunig) and a paper titled "Conceptualizing trust across cultures in three types of relationships" (coauthored with D. A. Cai) at the annual meeting of the International Communication Association in Acapulco, June 1-5. She has presented a paper titled "Organization-public relationships, relationship maintenance strategies, and relationship outcomes" at the PRSA Educator's Academy in March 2000. She has written a book chapter titled "How relevant is trust anyway? A cross-cultural comparison of trust in organizational and peer relationships" (coauthored with D. A. Cai; in press). She is writing a chapter article for *Organizational Communication: Emerging Perspectives, Vol 7*.
- (7) Many graduate students received the Inez Kaiser Award of the AEJMC, among them L. Hung and Y. Rhee.
- (8) S. Sutherland, advised by S. Parry-Giles, received an award of the Senior Summer Scholars Program.

ii. Grade Inflation

- (1) E. L. Fink provided a handout (available upon request) that lists the grade distribution in selected departmental undergraduate courses over the five most recent semesters (Fall 1997 to Fall

- 1999). The data document a clear tendency of grade inflation in a number of courses, most notably in COMM 107.
- (2) It was noted that the accuracy of some of the numbers is uncertain.
 - (3) The grade inflation is a serious problem because the credibility of the department is at stake.
 - (4) Comparisons with other departments are desirable.
 - (5) It will be necessary to address this problem on several levels such as raising the topic in the orientation for teaching assistants and by considering requiring all teaching assistants who intend to give the letter grade A to more than 20 percent of their students to consult with their course supervisors.
 - (6) R. N. Gaines requested that the Faculty Advisory Committee should make a finding about this situation that would justify the intervention of course supervisors.
- iii. Enhancement & Faculty Searches
- (1) The department will receive at least \$75,000 for its enhancement. With additional funds provided by the College, the department should be able to conduct searches for one associate and one assistant professor in the Fall.
 - (2) The College indicated that it may fund additional faculty lines over the next several years.
 - (3) The College has requested that one-year positions funded by Campus Access funds be hard-budgeted in the future.
 - (4) The department has to decide on the areas for new faculty searches, in particular for the Fall.
 - (5) E. L. Fink reported that the university received only \$1.7 million instead of \$5 million for each the infrastructure initiative and the “neck-snapping” initiative.
 - (6) The Center for Political Communication and Civic Leadership will not receive funding from the university but should be established and will have to rely on external grants for funding.
 - (7) R. N. Gaines requested that any new proposal and activity be evaluated in terms of the time requirements it will impose on the faculty.
- iv. Graduate Student Reception
- (1) There will be reception for graduating graduate students on May 25, 2000, at 4 p.m. in the Maryland Room. Faculty, graduate students, friends, and family are invited.
- v. Graduate Student Picnic
- (1) A picnic is planned for May 23; the details will be announced later.
- b. Undergraduate Director (L. Waks)
- i. Commencement
 - (1) Approximately 150 students are graduating this year.
 - ii. Reception

- (1) A reception to recognize the achievements of undergraduate students will be held on May 5, 2000.
- c. Graduate Director (R. N. Gaines)
- i. Admissions
 - (1) The number of applicants was similar to the previous year, but the department was able to increase the number of admissions without reducing the quality (see attached report of the Graduate Director).
 - ii. Assistantships
 - (1) 18 new students accepted the offer of teaching assistantships.
 - iii. Scholarships
 - (1) The department received a \$29,000 block grant for a Professional M.A. Scholarships (1 year) and a \$5,500 block grant for Ph.D. Fellowships, which is matched by an additional \$5,500 block grant by the College (both 2 years).
 - iv. Fellowships
 - (1) Two Ph.D. applicants (out of 5) were awarded open-competition University fellowships but declined the offer.
 - (2) One Professional M.A. applicant (out of 2) was awarded a university scholarship and accepted the offer.
 - v. Strategic Plan for Graduate Studies
 - (1) The immense workload of the admissions process exceeds the available resources and requires changes such as a release time of two courses per year and a twelve-month salary for the graduate director as well as a full-time Graduate Secretary.
 - (2) With only 9 African-American students among the applicants, the department needs to improve the recruitment of under-represented groups.
 - (3) The faculty has to increase the graduate student recruitment efforts especially at conferences and professional meetings.
 - (4) With the exception of the public relations area, the department is not competitive nationally. The department needs to build on its strengths and focus on the areas in which it can compete.
 - (5) E. L. Fink thanked the Graduate Director as well as the Graduate Studies Committee for the tremendous work they have done and indicated that the department is looking into workload reductions for the graduate director.
 - (6) E. L. Fink noted that the orientation and the beginning-of-year meeting will be held in the week of August 21 because classes start on August 30. The precise dates depend on the schedule of the Graduate School, which is not known at this point.
- d. Collegiate Council (R. N. Gaines)
- (1) The Council meets every month and has spent considerable time with complaints by faculty. However, it has not made many decisions but

May 11.

- b. E. L. Fink reminded the faculty to announce the summer school courses in class to increase the enrollment. The department will reap tangible financial benefits.

7. **Important dates**

- | | | |
|----|---|------------------------|
| a. | Midwest Psychological Association | May 4-6 |
| b. | Undergraduate Reception | May 5 |
| c. | Last day of classes | May 16 |
| d. | Graduate student picnic | May 23 |
| e. | Commencement | May 25 |
| f. | Graduate student reception | May 25 |
| g. | Rhetoric Society of America | May 25-28 |
| h. | International Communication Association | June 1-5 |
| i. | First day of summer school | June 5 |
| j. | International Association of Conflict Management | June 18-21 |
| k. | Association for Education in Journalism and
Mass Communication | August 9-12 |
| l. | First day of classes, Fall | August 30 |
| m. | American Political Science Association | August 31- September 3 |

Michael F. Meffert
Acting Secretary of Departmental Assembly
May 17, 2000
Attachments

Report of the Graduate Director

Recruitment Statistics for the Communication Graduate Program

Academic Year	Number of Applicants	Number of Admissions	Number of Enrollments/ Recruitment Rate	VGRE/ Interpolated Percentile	QGRE/ Interpolated Percentile	AGRE/ Interpolated Percentile	UGGPA
1998-1999	171	26	14 54%	612 86%ile	684 75%ile	633 70%ile	3.59
1999-2000	178	36	25* 69%	620 88%ile	670 72%ile	626 68%ile	3.49

Source: *Graduate Record Examinations 1999-2000 Guide to the Use of Scores*, p. 14, Table 1: General Test Interpretive Data Used on Score Reports (Based on the performance of all examinees who tested between October 1, 1995, and September 30, 1998). Consult <<ftp://etsi1.ets.org/pub/gre/254665.pdf>>.

*Estimated number based on current responses to admissions and Graduate Assistantship offers.

Fellowships

The department competed for and received \$29,000 in a block-grant for Professional MA Scholarships (1 year) and \$5,500 in a block-grant for Ph.D. Fellowships (2 years). The College matched the block-grant for Ph.D. Fellowships (\$5,500 for 2 years). These funds have been awarded to new students. The department nominated five Ph.D. applicants for open-competition University fellowships. Two of these nominations resulted in fellowship offers; neither applicant accepted. The department also nominated 2 Professional MA applicants for university scholarships. One of these nominations resulted in a scholarship offer; the applicant accepted. Finally, the department recruited a graduate student who had one year left on a University fellowship.

Strategic Plan for Graduate Studies

The growth of the Communication Department has put strains on administrative functions of the Department, including the duties involved with graduate admissions. The Graduate Studies Committee finds that the demands of the admission process exceed the resources available. Further, these demands limit our ability to attract qualified graduate students who contribute to the diversity initiative on campus and in our department.

As a strategy to improve the graduate admission process for the Department, the Graduate Studies Committee has put together a list of suggestions. Although all of these suggestions may not be feasible given the budget of the Department, they should serve as the starting point for discussion on how to improve the admission process.

1. Given the immense amount of work involved in the administration of the admission process, the following changes should be made:
 - a. The Graduate Director should receive release time for two courses per year, instead of the current one course per year.
 - b. The Graduate Director should receive a twelve-month salary for the duties performed year-round, including the summer months.
 - c. A position for a full-time Graduate Secretary should be created.

2. The Graduate Studies Committee is concerned about the lack of qualified applicants who contribute to the diversity initiative. The Committee recommends that a graduate assistant (GA) position be created with the function of graduate student recruitment, and, more specifically, recruitment of graduate students from traditionally under-represented groups.

3. Given the untapped potential for graduate student recruitment at conferences and professional meetings, the Committee recommends an orientation session be held that addresses strategies and tactics that can be used for recruitment purposes. The Committee expects that newly hired faculty will benefit most from such an orientation session.