

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

August 23, 2000

Members Present: Linda Aldoory, b j Altschul, Deborah Cai, Ed Fink (Chair), Jennifer Garst, Eric Grammer, Jim Grunig, Lauri Grunig, David Johnson, Jim Klumpp, Patricia Lawrence, Tobie Matava, Joseph McCaleb, Katherine McComas, Michael Meffert, Shawn Parry-Giles, Leah Waks, Andrew Wolvin

Guests Present: None

Meeting started at 10:10 a.m.

1. Approval of Agenda
 - a. The agenda was approved with a minor revision to reflect that the assembly was taking place at 10 a.m. and not 4 p.m.
2. Approval of Minutes of May 5, 2000
 - a. The minutes were approved.
3. Election of Secretary of the Departmental Assembly.
 - a. Katherine McComas was elected to Secretary of the Departmental Assembly.
4. Introductions; Kudos; Comments on the 1999-2000 Academic Year; Directions for the 2000-2001 Academic Year
 - a. Chair (E. L. Fink)
 - i. Introduction of new personnel
 - (1) C. Michael Cuffman, John Frederick, David W. Johnson, Katherine A. McComas, Lyndrey Niles, and Daniel Cronin represent new personnel in the Department of Communication.
 - (2) Joseph McCaleb returns to the department after an extended leave.
 - ii. Kudos
 - (1) List of Kudos
 - (a) L. Aldoory had an article accepted for publication in the Journal of Public Relations Research.
 - (b) K. A. McComas had an article accepted for publication in Communication Theory.
 - (c) L. A. Grunig had an article published in a public relations journal.
 - (d) L. A. Grunig and J.E. Grunig have been named honorary faculty members at a Chinese University.
 - (e) J. E. Grunig received the Paul J. Deutschmann Award from the Association for Education in Journalism and Mass Communication for excellence and research and had an article published.
 - (f) J. F. Klumpp had an article published in Argumentation and Advocacy.
 - (g) A. D. Wolvin has been named to a Top 40 list of communication researchers.

iii. Administrative Issues Last Year

(1) Last year's departmental self-study is available on the departmental only web page.

iv. Administrative Issues This Year

(1) This year the department will undergo an internal review. The committee is comprised of 10 members:

(a) Four faculty from the department: J. E. Grunig, S. Parry-Giles, D. Cai, L. Waks,

(b) One staff representative: B. Waggoner,

(c) One graduate student representative: M. Phillip,

(d) One undergraduate representative: K. Horsely, and

(e) Three faculty from ARHU: J. Wagner (Business), J. Henretta (History, Chair of Committee), and M. Venit (Art History and Archaeology).

(2) This fall the department is conducting searches for two new faculty members.

(a) The committee is comprised of J. F. Klumpp (Chair), D. Cai, L. Aldoory, and N. Cordova.

(b) The position will be publicized in the NCA and ICA newsletters, in the graduate students in communication list, at historical Black universities, and all the NCA member graduate programs.

(c) The submission deadline is October 15, with interviews projected for early November and a decision by the end of the semester.

(d) One position is at the assistant professor level and one position can be at either the assistant or associate level. If a candidate is considered at the associate level with tenure, the process will take longer.

(3) As a department, we need to emphasize our focus on research and particularly in getting students to work with us, e.g., for their 10th credit and for conference papers. In addition to our department's strong points (e.g., more students finishing their degrees, high undergraduate GPA's), we need more emphasis on research, especially given our location in a Research 1 university.

(4) The department will have the Maryland English Institute test results on Friday (Aug. 25), which will determine how many of our graduate students are able to teach courses this fall.

(5) Office space

(a) In July of 1999, the department acquired rooms 2101 A – C.

(b) In August of 2000, the department acquired 2101 D.

(c) Although our department has not been promised extra space at the end of the hall, we've been given that expectation. We've had an architect look at the space, and the estimated cost of the renovation of the offices would be \$70,000, which the department does not currently have. It may be next year before the department could afford to undertake the renovation.

(d) There was discussion about the cost of new furnishings. E.L. Fink reported that the cost of furnishing two graduate student offices with new carrels is about \$100,000.

5. Departmental Assignments: Standing Committees and Functions for 2000-2001

a. Administrative Officers

- i. Chair: E.L. Fink
 - ii. Director of Graduate Studies: J. F. Klumpp
 - iii. Director of Undergraduate Studies: L. Waks
 - iv. Director of Communication Research Center/Webmaster/Computer Coordinator: M. F. Meffert
 - (1) Kudos were given to M. F. Meffert for his work on the new department web site.
 - v. Equal Education Employment Officer: D. A. Cai
 - vi. Library Liaison: L. Aldoory
 - vii. Supervisor of Audio-Visual Services: M.F. Meffert
 - viii. Outreach Coordinator (formerly Internship Coordinator): D.W. Johnson
 - ix. Honors Coordinator: L. Waks
 - x. Secretary of Departmental Assembly: K. A. McComas
- b. Course Supervisors
 - i. COMM 107: A. D. Wolvin
 - ii. COMM 125: L. E. Drake
 - iii. COMM 200: S. J. Parry-Giles
 - iv. COMM 220: L. Waks
 - v. COMM 230: J. F. Klumpp
 - vi. COMM 324: J. Garst
 - vii. COMM 330: J. F. Klumpp
 - viii. COMM 350: L. A. Grunig
 - ix. COMM 351: L. Aldoory
 - x. COMM 352: L. Aldoory
 - xi. COMM 360: S. J. Parry-Giles
 - xii. COMM 430: L. A. Grunig
- c. Other Functions
 - i. Lambda Pi Eta Advisor: L. Waks
 - ii. Social Fund: L. Aldoory
 - iii. PRSSA Advisor: b j Altschul
 - iv. Undergraduate Communication Association Advisor: L. Waks
- d. Review of Standing Committees
 - i. Departmental Assembly: Departmental Faculty, T. Matava, E. Grammer, undergraduate student (L. Waks will check who this is)
 - ii. Appointment, Promotion, and Tenure Committee: All tenured faculty
 - iii. Faculty Advisory Committee: Three faculty members elected by departmental faculty
 - iv. Graduate Studies Committee: DOGS, at least 2 faculty members; M. Philipp
 - v. Undergraduate Studies Committee: DOUS, at least 2 faculty members, undergraduate students (to be determined), graduate student (Leah Simone)
 - vi. Human Subjects Review Committee: To be appointed
 - vii. Salary Advisory Committee: 1 full professor, 1 associate professor, 1 assistant professor or instructor or lecturer (on tenure lines)
 - viii. Grade Appeals Committee: at least 3 tenured faculty members
- e. Other Committees
 - i. NCA Reception
 - ii. Foundations Examination Committee: 3 faculty members appointed by the DOGS
 - iii. Colloquium Committee: K. A. McComas, Chair

- iv. Centennial Committee: A. D. Wolvin, Chair
 - v. Search Committee, Rhetoric Specialty: J. F. Klumpp, Chair
 - vi. Maryland Day Committee: To be decided
 - f. Representatives
 - i. College Park Senator: S. J. Parry-Giles
 - (1) Brecken Schwartz is a graduate student member of the Senate
 - (2) Mark Tosso is an undergraduate student member of the Senate Executive Committee
 - ii. Collegiate Council Representative: L. A. Grunig
 - g. Communication Graduate Student Officers
 - i. President: D. Hemmings
 - (1) New elections to be held in September
6. Election of the Faculty Advisory Committee
 - a. D. Cai, L. Grunig, and S. Parry-Giles were elected to the Faculty Advisory Committee.
 7. Election of Salary Advisory Committee
 - a. J. Grunig (full professor), J. Klumpp (associate professor), and L. Aldoory (assistant professor) were elected to the Salary Advisory Committee.
 8. Selection of Grade Appeals Committee
 - a. L. Grunig, J. McCaleb (Chair), J. Klumpp, and A. Wolvin were elected to serve on the Grade Appeal Committee during the fall semester. In the spring semester, J. Grunig will replace J. Klumpp on the committee, but everyone else will remain.
 9. Other Reports
 - a. Director of Undergraduate Studies: L. Waks
 - i. The undergraduate enrollment for Fall '00 is between 950-1,200 students, making the department one of the 10 largest on the UMd campus.
 - ii. The department is trying to secure a limited enrollment provision by Fall '01.
 - iii. Fall commencement will take place at noon on December 21 in the Ritchie Coliseum.
 - iv. Spring commencement will take place at 2:30 p.m. at the Ritchie Coliseum.
 - v. L. Waks suggested having a reception this fall for new freshman in the department.
 - (1) Discussion ensued about departmental procedures for scheduling events, integrating certain events, hiring of external caterers to supply and serve the food, and the cost of certain events.
 - (2) E. L. Fink suggested that events that involve the attendance of the general faculty should come before the Faculty Advisory Committee for scheduling and consideration.
 - vi. A question was raised about the Awards Committee (which presented graduate student awards last year) and the procedure that should be used to regularize the committee. J. Klumpp suggested that the Faculty Advisory Committee handle the awards at present.
 - vii. L. Waks began the discussion of prerequisites for undergraduate classes.

- (1) Some classes only have “recommended” prerequisites, as opposed to “required” prerequisites. L. Waks encouraged faculty to encourage students to meet the recommended prerequisites for their courses.
 - (a) Discussion ensued regarding the policy of getting the department or instructor’s permission to take a course having a prerequisite. L. Waks said allowing for permission makes the policy more flexible and manageable.
 - (b) E. L. Fink pointed out that the discussion of prerequisites applies primarily to communication majors and is not intended to discourage students outside of the department to take our classes.
- b. Outreach Coordinator: D. Johnson
 - i. The First Look Fair will be discussed at the September 8 Departmental Assembly Meeting.
 - ii. With regard to the internship program, D. Johnson suggests we need the following:
 - (1) program guidelines
 - (2) database of places that serve as regular sponsors of interns
 - (3) more academic content in COMM 386 and COMM 488
 - iii. With regard to publicizing our department’s accomplishments, D. Johnson requested that faculty email and give hard copy outlining/describing accomplishments to D. Johnson. Faculty can go back about 6 months to recount these accomplishments, as well as include previously unpublicized accomplishments that may precede 6 months.
 - iv. E. Grammer asked whether graduate students could obtain internships via the Outreach Coordinator’s office.
 - (1) E. L. Fink suggested graduate students go through their advisors for internships as part of their “communication field experience” coursework.
 - (2) D. Johnson said he would be happy to work on an informal basis with graduate students.
- c. Director of Graduate Studies: J. F. Klumpp
 - i. J. F. Klumpp thanked everyone for participating in Monday’s orientation.
 - ii. There was some discussion regarding the scheduling of the department orientation next year.
- d. Colloquium Chair: K. A. McComas
 - i. This year, faculty advisors are requested to keep track of their advisees for attendance purposes.
 - ii. The list of this year’s colloquium dates will be circulated.
- e. Centennial Committee: A. D. Wolvin
 - i. A. D. Wolvin provided an overview of the proposed events and emphasized the importance of the Centennial for showcasing the department.
- f. Communication Research Center/Webmaster: M. F. Meffert
 - i. M. F. Meffert encouraged people to view their web page and send any changes to him via email to ensure that the information remains up-to-date.
 - ii. L. Grunig asked about links to PRSSA and UCA websites. M. F. Meffert said that having links from the departmental web page was fine. The Alumni Chapter may also have such links.
 - iii. J. Grunig raised the question of putting PR course requirements on the external pages. Discussion ensued, and the issue will be examined further.
 - iv. ARHU approved two additional computers and a scanner for the computer lab.

- v. The department has ordered 6 new printers for faculty.
- vi. For faculty who still have a drop box under the Speech folder, M. F. Meffert is working to get everyone changed to Communication, but in the meantime, be sure to keep a hard copy of your work if you're using Speech space.
- vii. Research should appear on the list that discusses priority for space in the computer lab. The Faculty Advisory Committee will decide where it should appear on the priority list.
- g. PRSSA Chapter: b j Altschul
 - i. The PRSSA Chapter has an opportunity to receive \$1,000 if it doubles its membership.
 - (1) In light of the membership drive, please allow a PRSSA representative to speak to your classes.
 - (2) PRSSA membership is open to undergraduates and graduate students
 - (3) Please let b j know if you teach a class containing students who might be interested in joining PRSSA.
- h. Quantoid Brown Bag: D. A. Cai
 - i. The next brown bag will take place at 12 p.m. on Sept. 22.

10. Reimbursements

- a. M. Berry came to discuss reimbursement policies and provided a handout of frequently asked questions.
- b. In order to expedite reimbursement of travel. M. Berry said she will file the trips that faculty anticipated taking in 2000-2001 into the computer right now to get the travel numbers needed to purchase airline tickets.
- c. In turn, faculty should do the following:
 - i. BEFORE THE TRIP: If you have a change in your anticipated trips or if you have a new, unanticipated trip, send M. Berry an email to confirm the trip, its destination, its purpose, the exact number of days, the date and time of arrival and departure, and how much money was approved for the trip and from what sources. Do not send M. Berry an email if you have no change in your anticipated trip schedule.
 - ii. AFTER THE TRIP: Complete the travel expense statement form available in PDF form from the web, have original and copy of receipts, and give form, receipts, and copy to E. L. Fink for his signature. After obtaining signature, get completed form from M. Berry and take to travel office.
- d. J. Grunig raised question of Faculty Leave Report forms. M. Berry said she will hand out forms from 1999-2000 to fill out retroactively and then will continue to hand out these forms each month in 2000-2001.

11. Remaining agenda items were tabled until the next Departmental Assembly on September 8, 2000.

12. Meeting adjourned at 1: 50 p.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

Sept. 8, 2000

Members Present: Linda Aldoory, b j Altschul, Deborah Cai, Laura Drake, John Frederick, Jennifer Garst, Eric Grammer, Lauri Grunig, David Johnson, Jim Klumpp (Chairing), Tobie Matava, Katherine McComas, Michael Meffert, Shawn Parry-Giles, Trevor Parry-Giles, Leah Waks, Andrew Wolvin

Guests Present: None

Meeting started at 10:05 a.m.

1. Approval of Agenda
 - a. The agenda was approved.
2. Approval of Minutes of August 23, 2000
 - a. The minutes were approved.
3. Reports
 - a. Chair (J.F. Klumpp for E.L. Fink)
 - i. The Living Learning proposals (Global Culture and Forensics) were rejected by the Dean of Undergraduate Studies.
 - ii. The College of Arts and Humanities will hold its convocation on Thursday, Sept. 14, at 3:30 p.m. in the Ulrich Recital Hall of Tawes.
 - b. Director of Undergraduate Studies: L. Waks
 - i. Enrollment data show approximately 1,000 undergraduate communication majors.
 - ii. L. Waks reviewed a request to create a communication program for juniors and seniors at the University of Maryland Shady Grove campus for 2002. A brief discussion ensued.
 - c. Outreach Coordinator: D. Johnson
 - i. D. Johnson expressed thanks to everyone who has helped him with the internship program.
 - ii. D. Johnson discussed the undergraduate recruitment brochure and asked for suggestions from the faculty about what might be included. J. Garst suggested reviewing the Departmental Self-Study for items to include in the brochure. You can send suggestions to D. Johnson at davidj@wam.umd.edu.
 - iii. Students will be staffing the exhibits at the First Look Fair. It was requested that communication organizations (e.g., PRSSA and UCA) coordinate their efforts so that both appear under the "Department of Communication" heading.
 - d. Colloquium Chair: K. A. McComas
 - i. Please plan to attend the department's kick-off colloquium on Friday, Sept. 15, when Dr. James Klumpp will present his research.

- e. Human Subject Review Committee: J. Garst
 - i. The department web site will have updated instructions for Human Subject Review proposals in about one week.
 - ii. There is one change in IRB review this year that may affect courses taught here: Exempt proposals now have to receive IRB approval, which could mean about a seven-day waiting period. According to IRB's website, approval will go to the Principal Investigator and not to the HSRC chair. A request was made to keep the HSRC chair alerted of approval for record-keeping purposes.
 - f. Centennial Committee: A. D. Wolvin
 - i. The Centennial Committee will meet today immediately following the Departmental Assembly.
 - ii. This year, the Maryland Communication Association meeting will take place on Saturday, Oct. 7, at Prince George's Community College. Next year, A. D. Wolvin would like to offer the UM campus as host of the MCA meeting as part of the Centennial celebration.
 - g. Communication Research Center/Webmaster: M. F. Meffert
 - i. M. F. Meffert encouraged people to view their web page and send any changes to him via email to ensure that the information remains up-to-date.
 - h. PRSSA Chapter: b j Altschul
 - i. The PRSSA Chapter has a possible new, short-term, pro-bono client, Miss Maryland, whose platform includes promoting peer-mentoring.
 - ii. Terp Relations may be working on the Centennial, and University Relations may provide some web support.
 - iii. The membership drive continues.
 - iv. In October, there will be an induction ceremony for new PRSSA members.
 - v. In the spring, the chapter anticipates hosting an event, a "mini" PRSA conference, to which PRSSA chapters from the mid-Atlantic will be invited.
 - vi. Several PRSSA members are planning to attend the PRSA/IPRA World Congress in Chicago in October. L. A. Grunig noted that b j Altschul will be recognized at the meeting.
 - i. Quantoid Brown Bag: D. A. Cai
 - i. The next brown bag will take place at 12 p.m. on Sept. 22 and every other week thereafter.
 - j. Social Fund: D. A. Cai
 - i. About one-third of the fund has been collected.
 - k. Faculty Search Committee: J. F. Klumpp
 - i. The electronic advertisements for the positions have appeared, and multiple inquiries about the positions are arriving daily.
4. Changes in the M.A. Handbook: J. F. Klumpp
- a. The two proposed changes in the M.A. Handbook were reviewed. The proposed changes, which were voted on as one change, were the following:
 - i. Change 1:
 - “The graduate school requires that all students have a unified, coherent program. During the semester of the sixth hour of graduate courses (normally the first semester), students should prepare a preliminary program in consultation with their

advisor. This program should be presented to a meeting of the student's advisory committee. The committee may suggest changes, and finally must provide preliminary approval by unanimous vote.

~~“During the semester of the twelfth hour of coursework (normally the second semester), students and their advisors should review the preliminary program and present any changes to the advisory committee for approval. The graduate faculty meets once each semester to review these programs and all programs must be presented prior to this meeting.”~~

ii. Change 2:

“At a number of times during the graduate student’s work toward the degree, an advisory, thesis, or dissertation committee may be asked to approve appointments, plans, or changes in appointments or plans. Unless a meeting is explicitly required for the approval, approval may be accomplished by circulating the proposal and justification via email or paper. Any member of a committee may identify a concern in the proposal and request a meeting of the committee to discuss the matter, and the advisor must arrange such a meeting. If no such request is received, the advisor should retain the email or paper indicating the committee members’ approval and indicate approval to the graduate director. In the case of the evaluation of a student’s work, the non-meeting option may be used following the procedures above to indicate that a student is ready for the oral phase of an examination, but if any member of the examination committee indicates the student is not ready for the oral phase, a meeting is mandatory. In no case may a committee render a final judgement on a student’s examination, project proposal, or project without a full meeting of the committee.”

b. The changes were passed unanimously.

5. Departmental Reception at NCA: J. F. Klumpp

a. The questions was raised whether the department should host a reception at this year’s NCA annual convention in Seattle. Discussion followed, culminating in no motion to have a reception in Seattle, based primarily on a projected minimal attendance of faculty and students at this year’s meeting. Therefore, the department will not host a reception this year.

6. Other old business.

a. There was no other old business.

7. Additional new business

a. In addition to serving as Chair of the President’s Commission on Women’s Issues, L. A. Grunig has recently been appointed to serve as the President’s Liaison to the Women’s Community on campus beginning in January. Her direct access to President Mote will allow her to raise issues with Mote that we may feel need to be addressed. L. Grunig asked whether there were any current issues that could be addressed, and the issue of campus safety was mentioned.

b. A. D. Wolvin suggested that faculty and students teaching large lectures may want to gather for a “brown bag” discussion on tools and techniques. It was suggested that a “blanket invitation” to this session be circulated. J. Garst offered to forward an email list, “Today’s Professor,” that includes a weekly selection of “teaching tips.”

c. J. F. Klumpp noted that the deadlines for advising are now on the department's web site.

8. The meeting adjourned at 11 a.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

October 13, 2000

Members Present: Linda Aldoory, b j Altschul, Deborah Cai, Laura Drake, Ed Fink (Chair), John Frederick, Jennifer Garst, Lauri Grunig, Flora Hung, David Johnson, Sokeng Leng, Katherine McComas, Michael Meffert, Trevor Parry-Giles, Leah Waks, Andrew Wolvin

Guests Present: Kathy Russell (Director of Computing Services, ARHU) and Catherine Hayes (Computing Services, ARHU)

Meeting started at 10:05 a.m.

1. Approval of Agenda
 - a. The agenda was approved after two additions: a report from the Collegiate Counselor and an item about time cards.
2. Approval of Minutes of September 8, 2000
 - a. There were three corrections to the September 8th minutes:
 - i. Item 3-h-ii. Terp Relations may be working on the Centennial, and another client will be the Office of Information Technology.
 - ii. Item 3-h-iv. Later this fall, there will be an induction ceremony for new PRSSA members.
 - iii. Item 3-h-vi. Several PRSSA members are planning to attend the PRSA/IPRA World Congress in Chicago in October. L.A. Grunig noted that b j Altschul will receive the official Certification of Education in Public Relations on behalf of the department.
 - b. With no other changes, the minutes were approved.
3. Reports
 - a. Chair (E. L. Fink)
 - i. List of Kudos
 - (a) A. Wolvin received the National Communication Association's "Scholarship of Teaching and Learning" award.
 - (b) A. Heyse had a conference paper accepted for presentation.
 - (c) D. Cai had articles accepted for publication or published in *Qualitative Research Reports, Communication Studies, and Communication Monographs*.
 - (d) L. Grunig has a recent book, *Women in Public Relations: How Gender Influences Practice*.
 - (e) Thanks to all who assisted with Debate Watch 2000, which was very successful.
 - ii. Space and Renovations
 - (a) The approximate cost of renovating the space at the end of the hall, which we may get in December, is \$70,000, according to the architect's estimate. The department agreed to contribute 10% of this cost, and the College agreed to contribute 20% of this cost. The department is waiting for approval of this project

from the Facilities Council. Once approved, the projected renovations may take place over the summer 2001.

- iii. Limited Enrollment Plan (LEP)
 - (a) The department's proposed LEP was rejected, but the department received some suggested revisions for a new proposal. The revisions include accepting all freshmen who want to be Communication majors into the program but reviewing their progress after 45 credit hours. Without satisfactory progress (e.g., C's or higher in certain classes), students would not be able to continue as Communication majors. It is estimated that any decreases in the number of majors because of the LEP will not be seen for about 3-4 years.
 - (b) For a possible comparison, it was suggested to examine how the Department of Criminology and Criminal Justice handles its high number of majors.
- iv. Dean Review Committee
 - (a) There will be a committee to review James Harris, Dean of the College of Arts and Humanities.
 - (b) Nominations for the committee are being taken. J. Grunig has been nominated by the Collegiate Council, and Mark Torso (undergraduate) has been nominated by the Chair.
- v. Selection of External Reviewers
 - (a) Members of the Faculty Advisory Council are taking suggestions for those who would be good to serve on the department's External Review Committee.
- vi. Summer School: Past and Future
 - (a) The first draft of proposed Summer School classes is due today (October 13th).
 - (b) In the summer of 1999, the department made \$62,000 on Summer School, which is an increase over the last three years. For the summer of 2000, we estimate that the department earned about \$98,000.
 - (c) Last summer, evening classes had more students than daytime courses.
- b. Director of Undergraduate Studies: L. Waks
 - i. L. Waks introduced Sokeng Leng (sokey@wam.umd.edu), who is the new undergraduate representative to the Departmental Assembly.
 - ii. The undergraduate enrollment data for Fall '00 is 1,007 students as of October 12, 2000. The projected enrollment for Fall '01 is 1,464 students.
 - iii. Fall commencement will take place at noon on December 21 at the Ritchie Coliseum. Full academic regalia is required.
 - iv. Suggestions for a keynote speaker for the spring commencement are being sought.
 - v. The Undergraduate Committee wishes to hold voluntary "brown bag" lunches to discuss issues related to undergraduate teaching. If you have suggestions for issues, please contact anyone on the committee.
- c. Outreach Coordinator: D. Johnson
 - i. Input on the First Look Fair and the department's objectives for the fair is welcome.
 - ii. D. Johnson and S. Leng have been speaking to prospective undergraduates and feeling good about it.
 - iii. Work is continuing on the recruitment brochure.
 - iv. Debate Watch 2000 received nice media coverage. D. Johnson thanked Cassandra Robinson for her assistance. Additional media coverage of the October 17th Debate Watch is anticipated.

- v. The internship program currently has about 80 students placed in internships and 30 students who have signed up for future internships. Current work includes advising students who have internships or are seeking them, as well as developing a searchable database of internship possibilities.
- d. Colloquium Chair: K. A. McComas
 - i. J. Garst noted that Dr. Melanie Green of the Department of Psychology at the University of Pennsylvania will be delivering the colloquium presentation on October 27th. She will be arriving on Wednesday; if people would like to meet with her, that can be arranged.
 - ii. A question was directed to the Colloquium Chair about whether colloquium presenters should receive gifts, such as coffee mugs emblazoned with the departmental logo, was raised. Discussion ensued.
- e. Human Subjects Review Committee (HSRC): J. Garst
 - i. The committee is doing very well on its “turnaround time” for its review of requests for the use of human subjects in department research. Currently, all HSRC-approved requests forwarded to the university’s Institutional Review Board (IRB) are receiving IRB approval within four days.
 - ii. Please read the HSRC web page on guidelines for using human subjects before preparing a proposal for the HSRC.
 - iii. The approval for the use of human subjects for Debate Watch 2000 was completed in one day.
 - iv. Currently, 100% of HSRC-approved requests have been approved by the university’s IRB.
 - v. A question was raised in regard to classroom procedures. J. Garst said that if you are using human subjects for a classroom project that will *only* be used for educational purposes (i.e., will *not* be presented at a conference or used for publication), you can follow a short review. Please refer to the web page for additional instructions.
- f. Centennial Committee: A. D. Wolvin
 - i. As part of our Centennial, on October 6, 2001, the department will host the Maryland Communication Association’s Annual Meeting.
 - ii. D. Cai is coordinating a Centennial reception at the International Communication Association’s Annual Meeting in May 2001.
 - iii. b j Altschul is coordinating publicity with IABC and PRSA.
 - iv. Rather than host an association-wide reception at the National Communication Association’s Annual Meeting in the fall of 2001, the committee is considering giving everyone a gift (e.g., coffee mug or a tote bag) to commemorate the Centennial. In addition, the committee is planning to contact UMd alumni who live in Atlanta (where the meeting is taking place).
 - v. PRSSA is coordinating a Centennial logo contest.
 - vi. Lisa Burns is producing a department video.
 - vii. T. Parry-Giles is coordinating the speaker series and welcomes speaker suggestions.
 - viii. The committee is considering holding a Centennial event to coincide with spring commencement.
 - ix. The committee is considering an October 2001 Centennial event.
 - x. The committee would like to coordinate with the Maryland Day Committee.
 - xi. The committee addressed the need to raise funds to support the Centennial events.

- g. Communication Research Center/Webmaster: M. F. Meffert
 - i. The department has three new light-weight overhead projectors.
 - h. PRSSA Chapter: b j Altschul
 - i. b j Altschul thanked everyone who allowed PRSSA students to come to their classes to recruit new members and asked instructors to encourage new members to turn in their membership dues.
 - ii. The chapter is moving forward with Terp Relations and the logo contest.
 - iii. The PRSSA conference will take place next weekend before the PRSA conference. The UMD chapter will host a stand at the exposition.
 - iv. A photograph and news release will accompany the recognition of the UMD chapter at the PRSSA conference, which should provide the chapter with good visibility among trade representatives.
 - v. The department might consider possibilities for a career fair.
 - vi. The department will be well represented at this year's PRSSA and PRSA conferences. Please give your names and presentation information to E. L. Fink so that your participation can be noted.
 - i. Quantoid Brown Bag: D. A. Cai
 - i. The next brown bag will take place at 12 p.m. on October 20. If someone has data they would like to present, please tell D. Cai.
 - j. Social Fund: L. Aldoory
 - i. The current balance of the social fund is \$715.09.
 - ii. If people think there are things for which disbursements of the social fund would be appropriate, please speak to L. Aldoory.
 - k. Faculty Search Committee: D. Cai for J. F. Klumpp
 - i. The committee has received 21 applications so far for the two positions.
 - ii. The committee hopes to choose candidates within a couple of weeks.
 - l. Internal Review Committee: D. Cai
 - i. D. Cai reported that the review is moving along.
 - ii. December 1st is the deadline to have the Internal Review report written.
 - iii. J. Henretta, who chairs the committee, is coming to the department to speak to people who have something to say relevant to the review. E. L. Fink clarified that the committee is looking for those who have positive comments, as well as those who may have other issues to address.
 - m. Collegiate Council: L. A. Grunig
 - i. The council has met once. L. A. Grunig said the council has raised three issues:
 - (a) Departments must develop their Plans of Organization and make them accessible and relevant to the departments' activities.
 - (b) If you have any topics that you would like Dean Harris to address in the "town meeting" this fall, please let L. A. Grunig know.
 - (c) The question of faculty representation by an ombuds office continues. R. Gaines developed a proposal for a university attorney, but its adoption looks doubtful.
4. Citation in Rhetoric: L. Waks
- a. The proposed Citation in Rhetoric, which is a joint effort with the Department of English, will offer students 15 hours of courses. The full text of the proposal is attached to the agenda.

- b. The citation would appear on a student's transcript.
 - c. There was a motion to approve the Citation in Rhetoric. Some discussion ensued.
 - d. The motion was approved unanimously.
5. Correction to post-tenure review schedule
- a. Fall 1999: A. D. Wolvin
 - b. Fall 2000: L. A. Grunig
 - c. Fall 2001: R. N. Gaines
 - d. Fall 2002: J. F. Klumpp; J. E. Grunig
6. Academic Technology Support: What Can ARHU Computing Services Do For You? K. Russell (Director of Computing Services) and C. Hayes
- a. K. Russell asked what sort of training support faculty need and suggested some workshop possibilities (see attached file).
 - b. C. Hayes said that her role is to work to determine how technology might help faculty in their teaching and research.
 - c. Faculty raised concern about current equipment and future equipment. Discussion ensued.
 - d. The Electronic Media Center, 3311E Arts and Sociology, offers technology support. C. Hayes will send information about the center to the department list. Times are between 9 and noon for faculty and staff. A scanner, slide scanner, and video are available.
 - e. The desire to match technology needs with technology rooms was mentioned, as was the problem of scheduling.
 - f. You may reach K. Russell at x52116 or krussell@deans.umd.edu.
7. Proposal for Departmental Retreat: L. E. Drake
- a. The question of whether the department should hold a retreat was being considered.
 - i. Suggestions for possible agenda items are welcome. Please give them to the Faculty Advisory Committee for review.
 - (1) Currently, some possible agenda items include:
 - (a) growth in terms of the number of undergraduate majors
 - (b) growth in terms of faculty size
 - (c) balancing teaching and research responsibilities
 - ii. Suggestions of whether staff should or could be included are welcome.
 - iii. Questions were raised about whether a retreat should be held. Discussion ensued.
8. Proposed Change in Plan of Organization: E. L. Fink
- a. The proposed change (see attached) was approved unanimously.
9. Other Old Business
- a. There was no other old business.
10. Additional New Business
- a. There was no additional new business.
11. Time Cards

- a. The discussion of Time Cards was tabled until the next Departmental Assembly meeting.

12. Important Dates

- a. October 13-15: Public Address Conference at Penn State
- b. October 22-24: Meeting of the Public Relations Society of America in Chicago
- c. November 8-12: NCA Convention in Seattle
- d. November 23-26: Thanksgiving Recess
- e. December 12: Last Day of Classes
- f. December 21: Fall Commencement
- g. Meetings of the Departmental Assembly
 - i. November 3, 2000
 - ii. December 1, 2000

Meeting adjourned at 11: 55 a.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

December 1, 2000

Members Present: Linda Aldoory, b j Altschul, Deborah Cai, Laura Drake, Ed Fink (Chair), Robert Gaines, Lauri Grunig, James Grunig, Flora Hung, David Johnson, James Klumpp, Sokeng Leng, Tobie Matava, Joseph McCaleb, Katherine McComas, Michael Meffert, Shawn Parry-Giles (present for discussion of associate professor position only), Leah Waks, Andrew Wolvin

Guests Present: Anne Boyle, Lisa Burns, Sungeun Chung, Nathaniel Cordova, Lisa Corrigan, Tiffany Derville, Lindsay Hayes, Dianne Hemmings, Owen Kulemeka, Michael Phillips, Yunna Rhee, Leah Simone, Mark Van Dyke, Anthony Wainwright

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. The agenda was approved.
2. Approval of Minutes of October 13, 2000
 - a. The minutes were approved.
3. There was an open discussion of all six candidates for the assistant and associate professor positions by the Departmental Assembly and its guests. Applicants for the positions were Barbara Biesecker, Lester Olson, Trevor Parry-Giles, Garth Pauley, Omar Swartz, and Mari Boor Tonn.
4. The Departmental Assembly adjourned at 11:35 a.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

January 26, 2001

Members Present: Linda Aldoory, Deborah Cai, Laura Drake, Omowale Elson, Ed Fink (Chair), Robert Gaines, Jennifer Garst, Lauri Grunig, James Grunig, Flora Hung, David Johnson, James Klumpp, Patricia Lawrence, Tobie Matava, Joseph McCaleb, Katherine McComas, Michael Meffert, Shawn Parry-Giles, Trevor Parry-Giles, Leah Waks, Andrew Wolvin
Guests Present: Sungeun Chung, Diane Hemmings, Michael Philipp, Yunna Rhee

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. There was one small change to the agenda. The block grant proposal results were already discussed, and therefore, this item was removed from the agenda.
 - b. With no other changes, the agenda was approved .
2. Approval of Minutes of December 1, 2000
 - a. The minutes were approved.
3. Reports (Information items)
 - a. Chair (E. L. Fink)
 - i. Introduction of new faculty
 - (1) The department extended a welcome to Omowale Elson, who will be teaching COMM 402 this semester.
 - ii. Kudos
 - (a) L. Grunig's book, *Women in Public Relations: How Gender Influences Practices*, is now in print. L. Grunig has also been appointed to the President's Commission on Women's Issues and also to be the President's Special Assistant for Women's Issues.
 - (b) Several of our faculty were consulted on the Presidential election and inauguration. J. Klumpp appeared on the television station, Channel 4, where he commented about weather during Presidential inaugurations. *Reuters* also quoted J. Klumpp.
 - (c) A. Wolvin was quoted in a November issue of *Time* magazine on teenagers.
 - (d) L. Waks was congratulated by University of Maryland President C. D. Mote for her exemplary work on campus.
 - (e) b j Altschul was invited to organize and lead a meeting in mid-December on biotechnology issues.

- (f) J. Grunig was quoted in the Des Moines *Register* and Iowa State newspaper about Provost Geoffrey's recent appointment to the Presidency of Iowa State University.
- iii. Space and Renovation
 - (a) There are some temporary and some permanent moves as our department handles its transition to the recently acquired west wing of the second floor of Skinner.
 - (1) Doctoral students will permanently relocate from 2101A–C to 2102.
 - (2) Masters students will permanently relocate to 2101J.
 - (3) However, during the 6-8 week renovations, beginning at the end of May, there will not be access to the west wing.
 - (b) With the renovation, 2101A–D, F will become faculty offices.
 - (c) Funds for furniture for graduate student offices has been requested from the college.
 - (d) Over the next month, the lighting in the main hallway may be changed. The department requested that Maintenance fund the work because the lighting was installed incorrectly.
 - iv. Selection of External Reviewers
 - (a) James Dillard, University of Wisconsin, and Elizabeth Toth, Syracuse University, will serve as two of the three external reviews for the department. The third reviewer has not been announced. The department was allowed to nominate one person and two schools for external reviewers.
 - (b) The projected dates for the external reviewers' visit is April 12-13.
 - v. Internal Review
 - (a) Copies of the Internal Review Report have been distributed.
 - (b) The Chair has an option to respond to the report by Friday, February 2. If you have comments, they must be given to the Chair before that deadline.
 - vi. Status of Political Communication Hires
 - (a) The department is pleased to announce that Dr. Trevor Parry-Giles has accepted its offer to join the department as an assistant professor in August 2001.
 - (b) The department is also pleased to announce that, pending approval of her tenure, Dr. Mari Boor Tonn will also be joining the department as an associate professor in August 2001.
 - vii. Course Evaluations
 - (a) The faculty was advised that course evaluations computed by the university's Computer Center for Spring 2000 may be inaccurate. The center computed evaluations on a scale of 0-9 when the evaluation sheets were scaled from 1-7. As a result, the means may be incorrect.
 - (b) Discussion ensued with regard to problems with promotion and tenure evaluations resulting from inaccurate course evaluations. L. Aldoory and E. Fink researched extensively possible solutions to the lack of standardized evaluation forms last year, but they were unable to find an acceptable alternative.
 - (1) A request was made that the department get bubble sheets with scales from 1-7 rather than 0-9 to avoid inaccurate calculations in the future.
 - (2) A request for a more timely turnaround of the evaluations was also made.

- (c) A question was raised regarding the security of course evaluations given the necessity to preserve original data. Copies of previous course evaluations are currently in D. Johnson's office in B. Waggoner's cabinet.
 - (d) The Faculty Advisory Committee agreed to examine department policy regarding course evaluations and in light of the discussion.
- viii. 9.5 – 9-month Faculty Contracts
 - (a) There was a discussion about the new university policy to offer 9-month contracts to faculty. All new faculty will be hired with a 9-month contract, and current faculty have the option to change to 9-month contracts.
 - (b) There was a discussion of how the 9-month contract might affect faculty in our department.
 - (1) The primary impact could relate to scheduling Fall Orientation around the new 9-month contract.
- ix. Meeting with Media Historian Candidates
 - (a) The Department of History is conducting a search for a media historian and will be inviting 3-4 candidates in to interview. Our department has been invited to meet the candidates, and E. Fink invited all those interested to do so. Those interested can see E. Fink for each candidate's curriculum vitae.
- x. APT Review
 - (a) Faculty were advised of the upcoming deadlines for the submission of annual review materials. Faculty being reviewed must submit their materials by Feb. 1; those faculty reviewing must submit their reports by March 2.
- xi. Consulting Form
 - (a) Faculty members were asked to let E. Fink know if they engaged in consulting the previous semester so that they can get the forms.
 - (1) A question was raised regarding what qualifies as "consulting."
 - (2) E. Fink said he would get the university's definition.
- xii. Department Rankings
 - (a) The National Research Council or the National Communication Association are two organizations that may be undertaking a national rankings of academic programs in communication in the next 6-12 months.
 - (1) These rankings are very important in the eyes of the university administration and therefore very important to the department as well.
 - (b) A discussion ensued about strategies to publicize our department and its accomplishments.
 - (c) A committee, comprised of J. Grunig, R. Gaines, L. Aldoory, and T. Parry-Giles, was formed to address this issue. E. Fink intends to follow up with this committee.
- b. Director of Undergraduate Studies (L. Waks)
 - i. Current enrollment figures show that there are 1,100 majors, with about 900 in the Communication Studies track, 100 in Public Relations, and 100 in the other areas.
 - ii. Forms on "student status" were circulated. These forms were developed to enable advisors to indicate to faculty when a student needs a particular course in order to graduate. These students would be currently on waitlists, and the decision about whether to enroll the student would still be optional for the faculty members.

- (a) A discussion ensued regarding the use of such forms, including students' misunderstanding that the instructor could still decide not to allow them into the course.
 - (1) It was decided that the forms should indicate that the decision to allow a student into a course was still the instructor's.
- (b) Another discussion ensued regarding obligation of instructors to students on waitlists.
- (c) The Undergraduate Studies Committee volunteered to review university policy regarding waitlists and how that policy interacts with the student status form.
 - (1) A request was made that the committee also review university policy for enforcing prerequisites.
- iii. Ketchum, a globally prestigious public relations agency, is sponsoring a workshop on Jan. 31 for communication undergraduates. Please encourage your students to take advantage of this terrific opportunity.
- c. Outreach Coordinator (D. Johnson)
 - i. The internship course continues to thrive.
 - ii. D. Johnson has been working with University Desktop Publishing on the department's newsletter.
 - iii. A photographer will be coming to the department to take pictures. The photographer will be available for faculty photographs.
 - (a) D. Johnson will send out a notice prior to the photographer's arrival.
 - iv. The department's theme for this year's Maryland Day is "Communications of Consequence."
 - (a) The event is scheduled for Saturday, April 28.
- d. Colloquium Chair (K. McComas)
 - i. Our Feb. 2 speaker is Dr. Robert Heath, Department of Communication, University of Houston.
 - ii. James May, who will be delivering the colloquium on March 2, has asked for feedback on his topic. K. McComas will circulate the proposed topics and ask for your opinions.
 - iii. K. McComas raised a question about colloquium attendance, which seemed to drop off at the end of the fall semester. After some discussion, it seemed that the current policy of having faculty check on their advisees' attendance should continue. This issue will be revisited if necessary.
- e. Human Subjects Review Committee (J. Garst)
 - i. The HSRC has reviewed 14 applications since the start of the 2000-2001 academic year. Of 13 applications forwarded to the university's Internal Review Board, 12 were approved immediately and one with minor revision.
 - ii. The turnaround time for applications has been excellent, with feedback on "exempt" reviews coming within one week and feedback on "non-exempt with minimal risk" within two weeks.
 - iii. The IRB will be returning stamped approval of the consent form. Researchers will be asked to use the stamped form for their studies. In the case of email, researchers can use IRB's exact wording regarding IRB approval.

- iv. Faculty members who will be using human subjects in their class projects this semester are asked to talk to J. Garst about HSRC policies regarding oversight for educational purposes, if members have not done so previously.
 - f. Centennial Committee (A. Wolvin)
 - i. A. Wolvin first mentioned that faculty should consider the university's Undergraduate Research Day as a terrific opportunity to help showcase exemplary undergraduate research.
 - ii. The department will kick off its centennial celebration with a birthday party today at 1:30 p.m. on the 2nd floor of Skinner. Please plan to attend.
 - iii. Centennial plans are moving ahead. Current efforts include working with the Maryland Day Committee; helping with spring commencement; sponsoring a reception at ICA; inviting a major speaker to inaugurate the department's new Center for Political Communication and Civic Leadership on Sept. 21, 2001; having an alumni roundtable in October; hosting the Maryland Communication Association meeting in October; having a reception at NCA; distributing a thermal coffee mug with a logo; and working on additional fundraising activities. Lisa Burns on working with the committee and providing a lot of help.
 - g. Collegiate Council (L. Grunig)
 - i. L. Grunig is seeking feedback by next Friday (Feb. 2) regarding the effectiveness of the Faculty Advisory Committee. Feedback should address whether the FAC is fulfilling its requirements and meeting faculty needs.
4. The meeting recessed at 12 p.m., with the additional agenda items tabled until the next Departmental Assembly on Feb. 2, 2001.

5. Important dates

January 29, 2001	First day of classes
March 1-3, 2001	18 th Intercultural Communication Conference (Miami)
March 19-25, 2001	Spring break
March 21-24, 2001	International Listening Association (Chicago)
April 12-13, 2001	External reviewers visit (tentative date)
May 15, 2001	Last day of classes
May 17-20, 2001	American Association for Public Opinion Research (Montreal)
May 24, 2001	Commencement
May 24-28	International Communication Association (Washington)
June 4, 2001	First day of classes, Summer Session I
June 24-27, 2001	International Association for Conflict Management (Paris)
July 16, 2001	First day of classes, Summer Session II
August 5-8, 2001	Association for Education in Journalism & Mass Communication (Washington)
August 29, 2001	First day of classes, Fall 2001
August 30-September 2, 2001	American Political Science Association (San Francisco)

Meetings of the Departmental Assembly:

February 2, 2001

March 2, 2001

April 6, 2001

May 4, 2001

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

February 2, 2001

Members Present: Linda Aldoory, b j Altschul, Maggie Berry, Deborah Cai, Laura Drake, Ed Fink (Chair), Lauri Grunig, James Grunig, Flora Hung, David Johnson, James Klumpp, Sokeng Leng, Joseph McCaleb, Katherine McComas, Michael Meffert, Shawn Parry-Giles, Trevor Parry-Giles, Bonnie Waggoner, Leah Waks, Andrew Wolvin

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. There was no new agenda to approve. The meeting of the Departmental Assembly commenced where the January 26, 2001, meeting recessed. The January 26, 2001, agenda was approved on January 26, 2001.
2. Approval of Minutes of January 26, 2001
 - a. There were two corrections to the minutes in Item 3.a.ii.(a).
 - (1) The correct title of L. Grunig's book is *Women in Public Relations: How Gender Influences Practice*.
 - (2) L. Grunig has been appointed to Chair the President's Commission on Women's Issues.
 - b. With no further changes, the minutes were approved.
3. Reports (Information items)
 - a. Chair (E. L. Fink)
 - i. Kudoj
 - (a) L. Aldoory has published a chapter in *Communication Yearbook* and an article in the *Journal of Public Relations Research*. In addition, she has a new book, *The Gender Challenge to Media: Diverse Voices from the Field*.
 - (b) S. Parry-Giles received a General Research Board summer grant.
 - (c) B. Swartz had a panel accepted by the Intercultural Communication Division for presentation at the International Communication Association Annual Meeting this coming May. The panel is entitled, "Breaking Down the Great Wall Within: Intradepartmental Intercultural Communication." Participants are both faculty and graduate students in the department, including B. Swartz, D. Cai, A. Wolvin, S. Cheung, W. Qi, J. Munro, S. He, and H. Liying.
 - (d) A. Wolvin received a university commendation for his teaching.
 - (e) L. Simone recently published an article in *Millennium*, a Korean journal for public relations.

- (f) Y. Rhee has been appointed to the executive committee of the President's Commission on Women's Issues.
- (g) Last Friday's (January 26) Centennial celebration was a terrific success.
- (h) Last Friday's teaching workshop on evaluation was also a great success.
- b. Centennial Committee (A. Wolvin)
 - i. A. Wolvin asked for feedback on how to proceed for fundraising related to Centennial events. Discussion ensued.
 - (a) Suggested avenues to pursue included contacting book publishers about sponsoring events and writing letters to alumni.
- c. Communication Research Center/Webmaster (M. Meffert)
 - i. In efforts to communicate our accomplishments, there was a discussion about posting kudo's on the website. There was also a discussion about posting faculty photographs. Further information on this issue will be forthcoming.
- d. PRSSA Chapter (b j Altschul)
 - i. The chapter will hold its first meeting of the semester on Thursday, February 15.
 - ii. The chapter will be doing classroom recruiting again as part of its membership drive. Please let b j Altschul know if you would allow a chapter representative to come to your class.
 - iii. Until further notice, the Mid-Atlantic region of PRSSA chapters has postponed its career fair due to a perceived decrease in agency demand for recruiting.
 - (a) A question was raised regarding whether graduate programs can also exhibit information at the career fair. The answer was not known.
- e. Quantoid Brown Bag (D. Cai)
 - i. The first brown bag of the semester will take place on Friday, February 23. The topic is as yet undetermined although some possibilities exist.
 - ii. L. Drake noted that there will be a brown bag tentatively scheduled on March 9, 2001, to discuss techniques for teaching large lectures.
- f. Social Fund (L. Aldoory)
 - i. The fund's balance was \$630 before contributions to the January 26, 2001, Centennial celebration.
 - ii. Voluntary contributions to the social fund are always welcome.
- g. Center for Political Communication and Civic Leadership (S. J. Parry-Giles)
 - i. The working group for the Center is comprised of S. J. Parry-Giles, L. Aldoory, A. Wolvin, M. Meffert, T. Parry-Giles, and J. Klumpp.
 - ii. The Center's inaugural event is planned for September 21, 2001.
- h. College Park Senate (S. J. Parry-Giles)
 - i. Deans and department chairs should have received proposed guidelines for courses offered off-campus.
- i. Director of Graduate Studies (J. F. Klumpp)
 - i. Faculty should have received an email regarding the policy on assigning temporary advisors, as well as the 3-year cycle of graduate courses.
 - ii. February 1 was the deadline for applications to the department's graduate degree program. Approximately 200 applications were received by the deadline.
 - iii. Once people have been accepted into the program, faculty will be requested to assist in recruitment of the applicants.
- j. President's Commission on Women's Issues (L. Grunig)

- i. L. Grunig asked whether there were any proposed activities for the upcoming Women's History Month in March.
 - (a) Discussion ensued about the possibility of showcasing graduate student research on women's rhetoric.
 - 4. Faculty Time Sheets (M. Berry)
 - a. M. Berry presented information on the university's sick leave policy.
 - i. The policy, as interpreted by Dr. Ellen Scholnck, is the following:
 - (a) Faculty members are accountable to the legislature to prove that they are earning the funds for which they are compensated.
 - (b) Faculty members need a mechanism in place to prove they have sick leave in case of a planned medical procedure or an emergency medical condition. If faculty members can prove they have accumulated enough sick leave to cover the period of time, they can be paid for it.
 - (c) The amount earned is 1.25 days per month or 15 days per year and is prorated if the faculty member is hired less than full time. The accumulated amount can be used during the course of employment, and the unused portion can be calculated toward retirement benefits. The accumulated amount cannot be used toward determining years of service if the faculty member decides to retire early.
 - (d) The chair is responsible for putting a policy in place that shows how course instruction is not interrupted if a faculty member should need to use sick leave. This includes how the instructional workload of the applicable faculty member is being reassigned. This procedure must be established and in writing and available to faculty members.
 - (e) The chair is also responsible for ensuring an equitable procedure for faculty members to note their workload on a monthly form and note the accumulated sick leave on a fiscal year basis. The form and chart must be signed by the faculty member and verified by the chair. The forms must be kept on file as long as the faculty member is employed by the department. The chart of accumulated hours must be retained for five years after the faculty member resigns or retires.
 - (f) The written procedures must be approved by the V. P. for Academic Affairs and a copy given to each faculty member.
 - ii. The full policy appears on <http://www.inform.umd.edu/Campusinfo/Departments/PRES/policies/>
 - iii. Discussion ensued about the policy and the time sheets.
 - (a) Questions included whether we can obtain a computerized version of the time sheet.
 - (b) Another question asked whether staff could provide faculty with time sheets once a month or once a semester.
 - (c) E. Fink suggested that faculty review the policy and write down any questions or comments to address in future discussion.
5. Procedure for the appointment of affiliate faculty
 - a. The Assembly reviewed the attached "Proposed Procedure for Nomination and Approval of Affiliate Faculty Members" in the Department of Communication. The policy read as follows:

- i. Any faculty member may suggest to the Faculty Advisory Committee a person to be considered for affiliate status.
 - ii. Given suggestions from the faculty, the Faculty Advisory Committee may nominate individuals for this status. Such nominees will be invited to deliver a presentation at a departmental colloquium.
 - iii. After the colloquium, the Faculty Advisory Committee may support the nominee's obtaining affiliate status by recommending this appointment to the department's Appointment, Promotion, and Tenure Committee.
 - iv. If the Appointment, Promotion, and Tenure Committee endorses the recommendation by a majority vote, the Departmental Assembly will be asked to recommend this appointment to the Chair.
 - v. If the Departmental Assembly makes this recommendation and it is supported by the Chair, the Chair shall invite the nominee and the nominee's unit head to accept this appointment.
 - b. It was asked that the wording of the last statement be changed as follows: "the Chair shall invite the nominee and *ask* the nominee's unit head to *approve* this appointment."
 - c. With this change in wording, there was a motion to approve the proposed policy.
 - d. The policy was approved by a unanimous vote.
6. Other Old Business
- a. Discussion of the Procedure for Review of Temporary Faculty was postponed until the March 2, 2001, Departmental Assembly.
7. New Business
- a. The recent addition of a new seminar table in the conference room was discussed.
 - i. The Assembly decided to try the new table for a period of time. Whether or not the table should remain will be discussed at the March 2, 2001, Departmental Assembly.
 - b. A question was asked regarding whether attending Departmental Assembly meetings counts as "service." E. Fink said "yes."
8. With no further business, the meeting adjourned at 11:40 a.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

March 2, 2001

Members Present: Linda Aldoory, b j Altschul, Deborah Cai, Laura Drake, Ed Fink (Chair), Robert Gaines, Jennifer Garst, James Grunig, Flora Hung, David Johnson, James Klumpp, Joseph McCaleb, Katherine McComas, Michael Meffert, Shawn Parry-Giles, Trevor Parry-Giles, Bonnie Waggoner, Leah Waks

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. The agenda was approved.
2. Approval of Minutes of February 2, 2001
 - a. The minutes were approved.
3. Reports (Information items)
 - a. Chair (E. L. Fink)
 - i. Kudoï
 - (a) A. Wolvin was the featured faculty member in the Center for Teaching Excellence's *Teaching and Learning News* (vol. 10, no. 3: February/March 2001). He was commended for his teaching excellence.
 - (b) A student wrote a commentary piece in *The Diamondback* describing how the course material on listening in Communication 107 inspired her to think about everyday conversations in new ways.
 - (c) b j Altschul will present how she uses technology in the classroom at the University's 8th Annual Teaching with Technology Conference on March 30, 2001. She will also author a piece in the PRSA Educator's Academy newsletter describing her techniques.
 - (d) L. Aldoory received up to \$16,000 in funding from the National Alliance for Mental Illness to conduct research.
 - ii. Lighting
 - (a) The Department has new lighting in the hallway. The old lighting that remains in the hallway will eventually be replaced by new lighting. The old lighting will be relocated into the Department's new west wing.
 - iii. Status of political communication hires
 - (a) The College has sent Mari Boor Tonn's APT materials to the campus committee. A decision is expected March 2 or March 9.
 - iv. Seminar room table

- (a) The results of the straw poll that sampled classes using the seminar room showed no strong sentiments toward either keeping or removing the new seminar table and the current room arrangements. The current arrangements will remain, with the possibility of raising this issue for further discussion in future assemblies.
- b. Director of Undergraduate Studies (L. Waks)
 - i. There was nothing to report.
- c. Outreach Coordinator (D. Johnson)
 - i. There was an update on the status of the Department newsletter.
 - ii. The Department has purchased a digital camera. Procedures for departmental borrowing privileges of the camera will be forthcoming.
 - iii. The Maryland Day committee will meet next Friday, March 9.
- d. Colloquium Chair (K. McComas)
 - i. Please plan to attend today's colloquium with Dr. James May, St. Olaf College.
 - ii. Nominations for next year's speakers are now being accepted. Please forward to K. McComas or T. Parry-Giles.
 - (a) Faculty members were encouraged to consider nominating speakers whom the Department may want as affiliate faculty here at Maryland, who may boost the Department's national reputation, who may share similar research interests, or who may be potential reviewers of future tenure and promotion materials.
- e. Human Subjects Review Committee (J. Garst)
 - i. There was no report.
- f. Centennial Committee (A. Wolvin)
 - i. There was nothing to report.
- g. Communication Research Center/Webmaster (M. Meffert)
 - i. A question was raised regarding the status of the tape recorders that were being secured. A status report will be forthcoming.
- h. PRSSA Chapter (b j Altschul)
 - i. The chapter is wrapping up recruitment of new members. Thanks to all faculty who allowed students access to classes for recruitment.
 - ii. The chapter has held two meeting so far this semester.
 - (a) The chapter is currently working on ideas that could be used for the Department's Centennial and Maryland Day events.
- i. Quantoid Brown Bag (D. Cai)
 - i. The next brown bag will take place on Friday, March 9. News about the topic will be forthcoming.
- j. Social Fund (L. Aldoory)
 - i. The fund donated \$200 to assist a graduate student.
- k. College Park Senate (S. J. Parry-Giles)
 - i. The poll taken to determine whether Winter Break should be shortened showed that the majority of respondents did not want to shorten the break.
- l. Director of Graduate Studies (J. F. Klumpp)
 - i. Faculty should try to accommodate doctoral students' needing to meet with their committees before key administrative deadlines.
 - ii. Applications to the graduate degree program are still being processed.
- m. Collegiate Council (L. Grunig)
 - i. L. Grunig was not present, so there was no report.

- n. President's Commission on Women's Issues (L. Grunig)
 - i. L. Grunig was not present, so there was no report.
 - o. Center for Political Communication and Civic Leadership (S. J. Parry-Giles)
 - i. CPCCL news will be discussed under item 5 in the Agenda.
 - p. Reputation Committee (J. Grunig)
 - i. The committee has been working on ways to publicize Department research.
 - (a) Possibilities include posting research summaries on the Department web site, as well as sending copies of articles to colleagues at other institutions.
 - (i) The committee circulated a memo to faculty members asking members to provide the committee with "lay-audience friendly" summaries of research, which can be posted on the Department web site.
 - (ii) A suggestion was made that faculty members send carbon copies of the summaries to the Reputation Committee, to D. Johnson for the Department newsletter, and to Beverly James, Senior Media Associate, Office of University Communications (bjames2@accmail.umd.edu; 5-4076).
 - (b) There was some discussion that the committee should identify award for which members in the Department might be nominated.
 - (i) It was suggested that the Department maintain a link to possible awards, news contacts (and the contacts' preferred formats for news item submissions) on its non-public web site.
 - (ii) R. Gaines offered begin compiling such a list for the web site. People should send items for this list to him.
 - q. International Communication Association/Department of Communication Joint-Reception (D. Cai)
 - i. The event that the Department will co-host with ICA on May 26, 2001, will not take place at the Newseum but at the Frederick Douglas Museum. The new location will be noted in the next *ICA Newsletter*, which also contains an article by J. Klumpp on Frederick Douglas.
 - (a) The event will be held from 7-9 p.m.
 - (b) University buses will provide transportation from the Hilton Hotel (on Connecticut Avenue in the District) to the museum.
 - (c) The fee is \$25 per person.
 - (d) Non-ICA members can attend.
 - (i) A request was made that information about the event be circulated in the Department so that non-ICA members do not miss any details.
4. Course Evaluations (B. Waggoner; L. Aldoory)
- a. B. Waggoner explained reasons behind the delays in receiving course evaluations, including efforts undertaken to decrease the turnaround time.
 - i. B. Waggoner suggested that instructors recruit student volunteers who will help organize the evaluation sheets at the time of their collection (i.e., make sure that they are all face up and in the same direction), in addition to turning them in to the Department.
 - (a) To facilitate this process, it was requested that an Instruction Sheet be included for the student volunteer and that the instructor fill out the section number prior to handing out the evaluations.

- ii. There was a lively discussion about the current course evaluations, including whether they provide adequate data for instructors and whether new questions are needed to address the issue of “norms” in teaching quality.
 - (a) A committee (R. Gaines, J. Klumpp, and L. Aldoory) was formed to address issues raised in the discussion.
 - b. Course evaluations from previous semesters are stored in B. Waggoner’s closet in D. Johnson’s office (previous 3-4 semesters) or the Department’s 4th floor storage space in Skinner.
 - i. It was suggested that the evaluations be kept indefinitely by the department. In addition to the department maintaining copies, it was also suggested that faculty keep copies of the evaluations themselves.
5. Changes in the *Plan of Organization*
- a. Regarding the Faculty Advisory Committee (E. Fink for L. Grunig)
 - i. The Assembly reviewed the proposed revision to the Department Plan of Organization II, Standing Committee; C, Faculty Advisory Committee; 2, Functions; b, Serving as a Committee on Committees, items 3, 4, and 5. The changes read:
 - “(3) In the absence of an organized graduate student body charged with choosing its representative to the Departmental Assembly, superintend the election of the graduate student member of the Departmental Assembly by students in the graduate program.
 - (4) Superintend the rotation of the staff member who serves as the staff representative to the Departmental Assembly.
 - (5) In the absence of a recommendation by the director of undergraduate studies, appoint the undergraduate student member to the Departmental Assembly.”
 - ii. The wording of item 4 was changed to the following:
 - “(4) Superintend the selection of the staff member who serves as the staff representative to the Departmental Assembly by proper rotation.”
 - iii. With this change in wording, the proposed revision was passed unanimously.
 - b. Regarding the Center for Political Communication and Civic Leadership (S. Parry-Giles)
 - i. The Assembly reviewed the proposed amendments to the Departmental *Plan of Organization*. The amendments included:
 - (a) Adding a new Section I.L. Director of the Center for Political Communication and Civic Leadership
 - “1. Appointed by the Department Chair in consultation with the Faculty Advisory Committee.
 - 2. Duties: To assume responsibility for operation of the Center.”
 - (b) Relettering current Section II.H. as Section II.I. and adding a new Section II.H.
 - “H. Steering Committee of the Center for Political Communication and Civic Leadership
 - 1. Membership: The Committee shall consists of five voting members including the Director and a Department of Communication graduate student. A majority of the Committee shall be faculty members in the Department of Communication. The Committee may add non-voting ad hoc members as it feels are necessary to fulfill its duties.

2. Selection: The Committee shall be appointed according to departmental procedures after consultation with the Center Director.
 3. Functions: The Steering Committee functions as the policy-making body of the Center.”
- ii. The wording of items 2 and 3 under Section II.H. was changed to the following:
 - “2. Section: The Committee shall be appointed according to departmental procedures after consultation with the Center Director. In selecting new members, the department shall take care that there be continuity on the steering committee.
 3. Functions: The Steering Committee functions as the policy-making body of the Center, and the committee may exercise additional duties as specified in the Center’s bylaws.”
 - iii. With these changes in wording, the proposed amendments were passed unanimously.
 - iv. S. Parry-Giles provided an update on the Center’s activities.
 - (a) By next Wednesday, March 7, the Working Group intends to finalize the its proposed documents (including mission, goals, philosophy, activities, and bylaws), which will then be handed over to the Center’s Steering Committee.
 - (b) The Center intends to be fully operational by Fall 2001.
 - (c) Any comments or suggestions on the proposed documents are welcome and may be directed to S. Parry-Giles, E. Fink, or J. Klumpp.
 - (d) The Assembly congratulated the Working Group for a job well done.
6. Procedures for Evaluation of Other-Titled Teachers (E. Fink for L. Grunig)
 - a. The Assembly reviewed the proposed policy for reviewing teachers who are not graduate assistants or tenure-track or tenured faculty member in the Department.
 - b. There was extensive discussion on the procedural details, including when the evaluation should occur.
 - c. Discussion about the policy will continue under Old Business at the next Departmental Assembly on April 6.
 7. Other Old Business
 - a. There was no other old business.
 8. Additional New Business
 - a. The Educator’s Academy of PRSA will hold its 2-day conference March 23-24 in Miami, Florida.
 9. Important Dates

March 1-3, 2001	18 th Intercultural Communication Conference (Miami)
March 9, 2001	COMM 107 meeting; Quantoid brown bag
March 16, 2001	Teaching workshop
March 19-25, 2001	Spring break
March 21-24, 2001	International Listening Association (Chicago)
March 23-24, 2001	PRSA Educator’s Academy (Miami)
March 30, 2001	Department’s Women’s History Month Panel

April 12-13, 2001	External reviewers visit (tentative date)
April 25-27, 2001	Eastern Communication Association Meeting (Portland, ME)
May 15, 2001	Last day of classes
May 17-20, 2001	American Association for Public Opinion Research (Montreal)
May 24, 2001	Commencement
May 24-28	International Communication Association (Washington)
June 4, 2001	First day of classes, Summer Session I
June 24-27, 2001	International Association for Conflict Management (Paris)
July 16, 2001	First day of classes, Summer Session II
August 5-8, 2001	Association for Education in Journalism & Mass Communication (Washington)
August 29, 2001	First day of classes, Fall 2001
August 30-September 2, 2001	American Political Science Association (San Francisco)

Meetings of the Departmental Assembly:

April 6, 2001
 May 4, 2001

10. With no further business, the meeting adjourned at 11:55 a.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

April 6, 2001

Members Present: Linda Aldoory, Deborah Cai, Laura Drake, Ed Fink (Chair), Jennifer Garst, James Grunig, Lauri Grunig, Flora Hung, David Johnson, Joseph McCaleb, Katherine McComas, Michael Meffert, Leah Waks, Andrew Wolvin

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. There were two additions to the agenda.
 - i. A report on the department renovation was added to the Chair's report.
 - ii. L. Aldoory would discuss the course evaluations under Item 4.
 - b. With no additional changes, the agenda was approved.
2. Approval of Minutes of March 2, 2001
 - a. The minutes were approved.
3. Reports (Information items)
 - a. Chair (E. L. Fink)
 - i. Kudoï
 - (a) Leah Waks was promoted by the Personnel Services Department to Director of Undergraduate Services in the Department of Communication.
 - (b) Deb Cai was promoted to the rank of Associate Professor with tenure in the Department of Communication.
 - (c) The Preunion that took place March 31-April 2 was a terrific success. Much thanks to James Klumpp, who organized the event, and to all who participated in and assisted with the event.
 - (d) Flora Hung was awarded the Ketchum 2001 Walter Lindenmann Scholarship, which includes a \$5,000 study grant, a \$2,500 grant to her faculty advisor, and a \$7,500 eight-week internship with Ketchum in New York City.
 - (e) Lisa Burns had her paper, "Family Folklore Project," accepted for presentation at the NCA Annual Convention.
 - (f) Liying Han had a paper accepted for presentation at the 8th Annual Graduate Student Conference at Duquesne University in Pittsburgh.
 - (g) Michael Philipp had his paper, "Relational Effects of Aggressive Humor in Bargaining Interactions," accepted for presentation at the 2001 International Society for Humor Studies conference in College Park.

- (h) Trevor Parry-Giles gave a talk at Ripon College in Wisconsin on First Amendment issues.
 - (i) Lauri Grunig's new book, *Women in Public Relations: How Gender Influences Practice*, received a very positive review in *PR Canada*.
 - (j) Shawn Parry-Giles has signed a book contract with Praegar Publishing to publish her book, *The Rhetorical Presidency, Propaganda, and the Cold War*.
 - (k) Shawn Parry-Giles and Trevor Parry-Giles have signed a book contract with Peter Lang Press to publish their book, *Constructing Clinton: Hyperreality and Presidential Image-Making in Postmodern Politics*.
 - (l) Trevor Parry-Giles and Shawn Parry-Giles have a critical review forthcoming in *Rhetoric and Public Affairs* entitled, "Embracing the Mess: Reflections on Campaign 2000."
 - (m) Trevor Parry-Giles and Shawn Parry-Giles have a forthcoming book chapter, "An Optimistic Reassessment of Political Communication in the United States," in *Communicating Politics: Engaging the Public in Democratic Life*.
 - (n) At the International Listening Association Annual Meeting in Chicago:
 - (1) Laura Janusik received the Ralph G. Nichols Listening Research Award for her top paper, "Teaching Listening."
 - (2) Sungeun Chung and Andrew Wolvin (with K. Halone of Clemson) placed second in the Nichols competition with their paper, "The Language of (Not) Listening."
 - (3) Undergraduate major Colleen Marlatt won first place in the James I. Brown student research competition for her paper, "Music Therapy for Persons with Senile Dementia: Do We Really Understand the Depth of Appreciative Listening?"
 - (4) Undergraduate major Daisy Tillman placed second in the James I. Brown student research competition with her study, "Medicine and Music Therapy: Implications for Therapeutic Listening."
 - (5) Lisa Burns presented a paper, "Empathetic Listening: Engaging Students in the Basic Course."
 - (6) Laura Janusik, Sungeun Chung, and Andrew Wolvin presented a paper on their development of a listening inventory instrument.
 - (7) Laura Janusik presented a paper on the contributions of Carolyn G. Coakley to the study of listening.
 - (8) Andrew Wolvin was the keynote speaker at the International Listening Association's research conference and was the first recipient of the new ILA "Outstanding Teacher of Listening Award."
 - (o) Jim Grunig and Lauri Grunig recently completed a report for the U.S. Department of Energy's Office of Science titled, "Guidelines for Formative and Evaluative Research in Public Affairs."
 - (p) Jen Garst will be talking about ethics of human subjects research to the Sigma Xi Scientific Research Society.
- ii. Lighting
 - (a) The lighting in the Department has been replaced.
 - iii. External Reviewers

- (a) Faculty members should have received the agenda for the External Reviewers' visit next Thursday and Friday, April 12-13.
 - (1) Faculty members should note their time slots for meeting with the reviewers.
 - (2) It is important to encourage graduate students to meet with the reviewers.
 - (3) Faculty members should note the reception for the reviewers on Thursday, April 12, at 4:15 in Skinner 0104.
- (b) Faculty members are encouraged to consider several messages for the External Reviewers:
 - (1) The Department's excellence as a research unit;
 - (2) The Department's current needs, e.g., more space, more staff, and more faculty;
- (c) Faculty members are encouraged to review the Department's self study and the results of the Internal Review.
- (d) The External Reviewers will submit their report 30 days after their visit, although it is unclear when the Department will have access to the results.
- iv. Graduate Student Appreciation Day
 - (a) The event will be a dessert potluck on Wednesday, April 25, from 2:30-4 p.m. in the Department.
- v. Awards Committee
 - (a) L. Waks and T. Parry-Giles have volunteered for the Awards Committee, which will seek out potential awards to recognize members of the Department.
- vi. Renovation
 - (a) Renovations in the west wing will begin on May 29 and last 6-8 weeks.
 - (b) During the renovations, no one will have access to items in the master's office, although those items may remain in place for the duration of the renovations.
 - (c) All other offices in the west wing must be emptied and vacated by May 29.
 - (d) Information on the renovations will be updated following the next meeting with the architect.
- b. Director of Undergraduate Studies (L. Waks)
 - i. Commencement
 - (a) The Department Commencement will be held on May 24 at Ritchie Coliseum at 2:30 p.m. Faculty members should arrive by 2 p.m.
 - (b) Plans are underway for a post-commencement function. Additional funding for this function is particularly needed.
 - ii. Waitlist procedures
 - (a) As a follow up, L. Waks provided some information regarding possible legal consequences of moving up graduating seniors on course waitlist.
 - (1) The University maintains that as long as allowing a student into a class is neither arbitrary nor discriminatory, it is not a legal matter.
 - (2) In addition, seniors can register first, so the problem should be minimal.
 - (3) Finally, students who do not have prerequisites cannot be automatically dropped from course waitlists because instructors need to determine whether students meet equivalent prerequisites.
- c. Outreach Coordinator (D. Johnson)
 - i. The Maryland Day committee will meet today at 2 p.m.
 - ii. The summaries that people have sent about their accomplishments have been helpful.

- d. Colloquium Chair (K. McComas)
 - i. Please plan to attend next Friday's (April 13) colloquium with Dr. Linda Putnam, Texas A&M University.
 - ii. Speakers for next year's colloquium series are currently being invited. Thank you to everyone who provided suggestions.
- e. Human Subjects Review Committee (J. Garst)
 - i. There have been 17 applications so far this semester.
 - ii. Turnaround time has been about one week in the Department, but the IRB has been backlogged a bit, and its turnaround time has slowed considerably.
- f. Centennial Committee (A. Wolvin)
 - i. Thank you to everyone who participated in the Centennial Birthday Party Celebration last Wednesday (April 4).
 - ii. Because the thermal mugs were prohibitively expensive, the Department will be ordering very nice bookmarks emblazoned with the Centennial logo to distribute.
 - iii. Letters are being sent to 4,000 alumni to invite them to this May's Commencement.
 - iv. Here is a list of upcoming Centennial events or happenings:
 - (a) Coffee hour at ECA
 - (b) Advertisements placed in key communication journals
 - (c) Coordination with colloquium series to make Fall 2001 a Centennial Colloquia series
 - (d) September 21, 2001, speaker to inaugurate the Center for Political Communication and Civic Leadership
 - (e) Host of the MCA Annual Meeting on October 6, 2001
 - (f) Alumni event on Homecoming Friday, where alumni are asked to share their career perspectives
 - (g) Reception at NCA Annual Convention
 - (h) Reception at ICA Annual Meeting
 - (i) Production of a Department video
 - (j) Centennial award at Commencement for an outstanding undergraduate and possibly an alum
 - (1) The Undergraduate Committee, aided by A. Wolvin, will determine award procedures.
- g. Communication Research Center/Webmaster (M. Meffert)
 - i. The Department web site will have a new URL in the near future.
 - ii. Visitors will be automatically taken to the new site from the old Department URL, but not from specific pages linked to the old URL.
- h. PRSSA Chapter (b j Altschul)
 - i. b j Altschul was not present, and there was no report.
- i. Quantoid Brown Bag (D. Cai)
 - i. The Quantoid series is on hold for now.
 - ii. L. Drake mentioned that the brown bag for teaching large lectures was successful.
- j. Student Awards (D. Cai)
 - i. Student awards will be given out following the May 11 colloquium. Awards will be followed by pizza in the Department.
 - ii. Categories include excellence in teaching, excellence in research, and a student scholar award.

- iii. Notices will be circulated shortly.
 - k. Social Fund (L. Aldoory)
 - i. The fund is providing \$170 to purchase wine for the reception for External Reviewers.
 - l. College Park Senate (S. J. Parry-Giles)
 - i. S.J. Parry-Giles was not present, and no report was given.
 - m. Director of Graduate Studies (J. F. Klumpp)
 - i. J. F. Klumpp was not present, and there was no report.
 - o. Collegiate Council (L. Grunig)
 - i. The Dean's Faculty Forum is scheduled for April 25.
 - ii. (L. Grunig later circulated a message indicating the date was changed to Monday, May 7, from 1:30-3 in Room 1117 FSK.)
 - p. President's Commission on Women's Issues (L. Grunig)
 - i. The Women's History Month panel was very successful. Thank you to everyone who participated.
 - (a) L. Grunig encouraged faculty members to find additional opportunities for Department graduate students to showcase their research.
 - ii. Some upcoming events include:
 - (a) An informational workshop on April 30 from 4-6 p.m. for graduate students that will concentrate on ways to make the campus a safer place for women. Although directed primarily toward international students and women, all are welcome to attend.
 - (b) L. Aldoory mentioned that the "Take Back the Night" event will occur on Wednesday, April 11.
 - (c) On Tuesday, April 10, there will be a meeting with C. Mote to discuss issues, including child and elder care and campus safety and security.
 - q. Center for Political Communication and Civic Leadership (L. Aldoory for S. J. Parry-Giles)
 - i. The Center has invited Rep. John Lewis (D-MD) to speak on September 21, 2001.
 - ii. Funds for the Center are being sought.
 - r. Reputation Committee (J. Grunig)
 - i. Information about awards and honors now appears on the Department's web site.
 - ii. Faculty members are encouraged to continue to submit their accomplishments so that they can be posted to the web site.
4. Course Evaluations (L. Aldoory)
- a. The restructuring of course evaluations is underway, and the revised evaluations will be brought to the next Departmental Assembly.
 - b. There was a request that faculty members receive comparative data among 100, 200, 300, and 400 level courses, as well as data from across the College.
5. Procedures for Evaluation of Other-Titled Teachers (L. Grunig)
- a. The Assembly reviewed the proposed policy for reviewing teachers who are not graduate assistants or tenure-track or tenured faculty members in the Department.
 - b. L. Grunig discussed the reasons for the procedures.
 - c. The proposed procedures follow:

- A. Each other-titled teacher shall receive a written evaluation conducted by an evaluator, who will be a course supervisor if one exists for one of the courses taught by the teacher. (Course supervisors are appointed by the Department Chair.) In the absence of a course supervisor, the Appointment, Promotion, and Tenure Committee shall appoint one tenured or tenure-track faculty member to serve as evaluator. Except as noted in IV.C below, the evaluation shall take place in the first year in which the teacher is employed in this capacity in the department. Additional evaluations shall be conducted if deemed necessary by the Department Chair or requested by the teacher. The evaluation shall be based on peer review of teaching, review of course syllabi representative of the teacher's teaching assignment in the department, and summary reports of student teaching evaluations for each course taught during the period evaluated.
- B. The evaluation of teaching shall include peer observation, which shall describe and assess the teacher's instructional performance during one or more visits to the teacher's class by the evaluator. Early in the semester in which the class visit is to occur, the evaluator shall request that the teacher propose at least two class sessions during which a visit would be appropriate. When the evaluator and teacher have agreed upon the time or times during which the visit or visits will occur, the teacher shall furnish the evaluator with an account of the instructional goals and context associated with the class session or sessions to be visited.
- C. Other-titled teachers employed as of the date of approval of these procedures will be initially evaluated within two years. The Appointment, Promotion, and Tenure Committee will establish a calendar to accomplish these evaluations.
- D. So that errors of fact and perception may be minimized in the evaluation, a draft of the evaluation shall be shown to the teacher and serve as the basis of a consultation between the teacher and the evaluator. After this consultation, the evaluator shall finalize the evaluation. The evaluation at this point shall be understood to represent the views of only the evaluator. The teacher may attach a written response to this evaluation.
- E. Following this consultation, the evaluation and the teacher's response, if any, will be presented to the full Appointment, Promotion, and Tenure Committee for discussion, possible amendment, and authorization. After discussion and any amendments, the evaluation will be authorized by the Appointment, Promotion, and Tenure Committee upon its approval by a majority of members present and voting at a meeting of this committee.
- F. The teacher shall have the right to attach a written response to the authorized evaluation by providing this response to the Department Chair within five days of its receipt by the teacher.
- G. After the teacher has had the opportunity to attach a response to the authorized evaluation, the authorized evaluation and any attached response shall be given to the Department Chair and shall be included in the teacher's personnel file. The Department Chair shall meet with the teacher to discuss the authorized evaluation and any attached response.

d. Wording in Proposed Procedure A was changed to the following (changes underscored):

- A. Other titled teachers shall receive a written evaluation conducted by an evaluator, who will be a course supervisor (or his or her designee) if one exists for one of the courses taught by the teacher. (Course supervisors are appointed by the Department Chair.) In the absence of a course supervisor, the Appointment, Promotion, and Tenure Committee shall appoint one tenured or tenure-track faculty member to serve as evaluator. Except as noted in IV.C below, the evaluation shall take place by the end of the second semester in which the teacher is employed in this capacity in the department. Additional evaluations shall be conducted if deemed necessary by the Department Chair or requested by the teacher. The evaluation shall be based on peer review of teaching, review of course syllabi representative of the teacher's teaching assignment in the department, and summary reports of student teaching evaluations for each course taught during the period evaluated.
- e. With this change in wording, the procedures passed unanimously.
6. Changes in Plan of Organization (L. Grunig)
- a. The proposed revisions in the Department *Plan of Organization* were reviewed.
 - b. L. Grunig discussed the reasons behind the proposed revisions, such as the need to clean up the grammar and style of the document. In addition, L. Grunig discussed the need to revise items to bring the plan into conformity with what the Department already does, as well as change some things that do not accurately reflect what the Department does.
 - c. There was a discussion of each of the proposed changes, which included the following: (Proposed new wording in bold)
 1. Changing "departmental chairperson" and "department chairperson" to "department chair." With exceptions due to placement in sentences or in headings, "department" and "chair" have been changed to be in lower-case type. (Changes in capitalization are *not* identified in the text.)
 2. Removing "Serve as ex-officio non-voting member of the Collegiate Council" from among the functions of the chair.
 3. Removing "representation of the Department to the Public Communication Program" from the functions of the Director of Graduate Studies.
 4. Changing the voting membership of the Departmental Assembly as follows:
 Membership: Department ~~Chairperson~~ **chair** (as chair) with all members of the departmental faculty plus one staff member **representing those staff members not otherwise represented**, one graduate student member, and one undergraduate student member, except in matters pertaining to personnel and amendments to this plan, where membership shall be limited to the departmental faculty. The departmental faculty shall be defined as **(1) all the departmental tenured and tenure-track faculty, and (2) all the departmental non-tenure-track faculty and exempt staff who teach at least 6 credits per academic year** with multi-year

appointments of ~~.49~~ time or more and any faculty members whose full-time appointment is in the department and who have been in that status beyond one year. **The tenured faculty shall be defined as Associate Professors and Professors whose tenure decision required action by the department's Appointment, Promotion and Tenure Committee.**

5. Changing the Appointment, Promotion, and Tenure Committee as follows:
 1. Membership: ~~Departmental Chairperson~~ **Department chair** (as chair, except where stipulated otherwise in departmental appointment, promotion, and tenure procedures) plus all **tenured** Associate Professors and Professors **whose tenure decision required action by the department's Appointment, Promotion and Tenure Committee.** ~~tenured in the Department.~~
 2. Functions
 - a. Act on and make recommendations to the department ~~Chairperson~~ **chair** with respect to ~~any and all~~ tenure track positions, ~~excluding one-year appointments of an exceptional nature.~~ **The department chair will consult with the Appointment, Promotion and Tenure Committee regarding other faculty appointments when possible.**
6. Changing the procedures for the selection of members on the Graduate Studies Committee and the Undergraduate Studies Committee so that they are consistent with the procedures specified within the description of functions for the Faculty Advisory Committee.
7. Changing the function of the Undergraduate Studies Committee (and, in parallel, the Graduate Studies Committee), as follows:
 - b. Formulate and recommend policies to the **Departmental Assembly and department chair** ~~faculty~~ regarding all aspects of the undergraduate program.
8. Changing the functions of the Faculty Advisory Committee as follows:

Superintend the selection of the staff member who serves as the staff representative **for those staff members not otherwise represented** to the Departmental Assembly by proper rotation.
9. Changing the wording regarding research for the Human Subjects Review Committee as follows:
 - a. ~~Review all non-federally funded research activity involving no more than minimal risk.~~

- a. ~~Determine if the research involves more than minimal risk, and refer that research which involves more than minimal risk to the campus~~ **Review proposed department research involving human participants as required by the University's Institutional Review Board.**

e. ~~Acting through its chair, determine if non-federally funded research is exempt from review.~~

10. Changing the Grievance Procedures as follows:

For all grievances, the department shall follow applicable procedures contained (or implied) in the University's *Graduate School Catalog*, *Undergraduate Catalog*, and the *Faculty Handbook* **or any successors to these policies.**

- d. Commas were added following Promotion (as in Appointment, Promotion, and Tenure Committee) in items 4, 5.1, and 5.2.a.
- e. In Item 9.a., "or departmental policy" was added after Institutional Review Board.
- f. With the proposed changes, the revision passed unanimously

7. Proposal for a Communication and Education Undergraduate Track (J. L. McCaleb)

- a. J. L. McCaleb discussed the reasons motivating the proposal for this new track.
- b. There was a detailed discussion of the course requirements of the track, as well as how this track fits in with the Department's current tracks.
- c. There was a vote on whether to accept the Communication and Education track in principle.
 - i. There was unanimous agreement to have the track.
- d. The Undergraduate Studies Committee will continue to "fine tune" the track and present further details in the next Departmental Assembly.

8. Other Old Business

- a. There was no old business.

8. Additional New Business

- a. There was no new business.

9. Important Dates

April 12-13, 2001	External reviewers visit
April 25, 2001	Graduate Student Appreciation Day
April 25-27, 2001	Eastern Communication Association Meeting (Portland, ME)
April 28, 2001	Maryland Day
May 15, 2001	Last day of classes
May 17-20, 2001	American Association for Public Opinion Research (Montreal)
May 24, 2001	Commencement
May 24-28	International Communication Association (Washington)

June 4, 2001	First day of classes, Summer Session I
June 24-27, 2001	International Association for Conflict Management (Paris)
July 16, 2001	First day of classes, Summer Session II
August 5-8, 2001	Association for Education in Journalism & Mass Communication (Washington)
August 29, 2001	First day of classes, Fall 2001
August 30-September 2, 2001	American Political Science Association (San Francisco)

Meetings of the Departmental Assembly:

May 4, 2001

10. With no further business, the meeting adjourned at 12:10 p.m.

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

May 4, 2001

Members Present: b j Altschul, Linda Aldoory, Deborah Cai, Laura Drake, Ed Fink (Chair), Robert Gaines, Jennifer Garst, James Grunig, Lauri Grunig, David Johnson, James Klumpp, Joseph McCaleb, Katherine McComas, Shawn Parry-Giles, Trevor Parry-Giles, Leah Waks, Andrew Wolvin

Meeting started at 10:00 a.m.

1. Approval of Agenda
 - a. There were two additions to the agenda.
 - i. A report on staff-related issues was added to the Chair's report.
 - ii. The policy on internships was added as Item 5; the remaining items were renumbered.
 - b. With no additional changes, the agenda was approved.
2. Approval of Minutes of March 2, 2001
 - a. The minutes were approved.
 - b. Future minutes will not be distributed as hard copies but posted only on the Department Web site. An email notice will be sent to alert faculty, staff, and students that the minutes have been posted.
 - c. Future minutes of the Faculty Advisory Council will also be posted on the Department Web site.
3. Reports (Information items)
 - a. Chair (E. L. Fink)
 - i. Kudoï
 - (a) The Department's Maryland Day was a great success thanks to the assistance of several graduate student volunteers, including Zhe He, Sheilah Coffey, Liying Han, Jeong-Nam Kim, Sungeun Chung, Sung-Un Yang, Minjeong Kang (new MA student in Fall 2001), Qi Wang, Xiaoying (Cathy) Xu, Haibo Qiu, Owen Kulemeka, Yi-Ru (Regina) Chen, Ching-I (Kathy) Chen, Lanyi Xin, Flora Hung, and Lisa Corrigan.
 - (b) Several members of the Department will participate in an ICA panel, "Breaking Down the Great Wall Within: Intradepartmental Intercultural Communication," which will take place on Saturday, May 26, from 5:15-6:30 p.m. Participants are Andrew Wolvin, Brecken Chinn Swartz, Sungeun Chung, Jennifer Munro, Liying Han, Qi Wang, Ching-I Chen, and Owen Kulemeka.
 - (c) Several members of the Department participated in a similarly titled panel, "Breaking Down the Great Wall Within: Intradepartmental Intercultural

- Communication,” at the “Conversations with the Other” conference at Duquesne University in Pittsburgh, March 23-24. Participants included Brecken Chinn Swartz, Ching-I Chen, Jennifer Munro, Liying Han, and Ying Ge.
- (d) D. Johnson was selected to attend the Poynter Institute’s “Reporting with the Internet for Educators” seminar in St. Petersburg, May 20-25.
 - (e) D. Cai was quoted in the Prince George’s *Sentinel* on April 19, 2001, about U.S.-China relations.
 - (f) Lanyi Xin was selected to attend the World Student Summit in Cologne, Germany, from April 2-5, for her essay entitled, “New Kinds of Identity in the Digital World Society.”
 - (g) T. Parry-Giles received a \$2,250 GRB research award for Fall 2001 to support a new research effort tentatively title, “The Rhetorical Presidency of Bill Clinton.”
 - (h) T. Parry-Giles was nominated for the 2001 Parents’ Association Outstanding Faculty Member of the Year Award. Results will be announced May 8th.
 - (i) K. McComas has an article appearing in a forthcoming issue of the journal, *Society & Natural Resources*, titled “Environmental content in prime-time network TV’s non-news entertainment and fictional programs.”
 - (j) L. Simone and K. McComas will present a paper titled “Intersecting parallels: Integrating the bodies of literature in public participation and public relations” at the 6th Biennial Conference on Communication and Environment, in Cincinnati, July 27-30. K. McComas will also present a paper, “The ritualistic uses of public meetings,” at the conference.
 - (k) b j Altchul had an article in *PR Educator* about the use of the Socratic dialogue in your teaching.
 - (l) Qi Wang received an the Annual Thesis Award from Kent State’s School of Communication Studies and Graduate Student Senate for her master’s thesis at Kent State University.
 - (m) J. Grunig and L. Grunig presented a seminar on Public Relations and Strategic Management and Measuring the Effectiveness of Public Relations by Measuring Relationships to 20 visiting Korean public relations professionals on April 19. Jeong-Nam Kim made the local arrangements for their visit, and Yunna Rhee translated the presentations.
 - (n) J. Grunig and L. Grunig will present a workshop on Strategic Public Relations for International Music Competitions for the World Federation of International Music Competition in Washington on May 4.
 - (o) J. Grunig will present three lectures under a grant to the Shih Hsien University in Taipei, Taiwan from May 10-17. Chun-ju (Flora) Hung will interpret the lectures.
 - (p) L. Grunig and J. Grunig will present five seminars in Korea from May 29-June 5. Yunna Rhee will accompany them and serve as an interpreter.
 - (q) J. Grunig will present a seminar on the Evolution of Metrics to the public affairs staff of the National Energy Technology Laboratory in Morgantown, WV on June 19.
 - (r) Mark Tosso was selected as one of five finalists for the 2001 University Medal, which recognizes the most outstanding undergraduate of the year.
 - (s) A. Wolvin was recognized for his achievements in *Outlook*.
 - (t) The Department was well represented by a large number of undergraduate and graduate students at the University’s Research Day.

- ii. Renovation
 - (a) There was an update on the plans for renovation.
 - (1) 2102A is now empty; furniture needs to be moved from 2101B; advising, which took place in 2101D and 2101E, will be moved to 2117, the Media Center, during the renovation; people can leave items in 2101G and 2101J during the renovation, but they will have no access to them.
 - (2) The renovation is projected to take 6-8 weeks.
- iii. Staff
 - (a) During the past few weeks, B. Waggoner has worked very hard due to additional responsibilities. Your support of her efforts is appreciated.
 - (b) M. Berry's resignation is effective as of today (May 4).
 - (c) The search to fill the Department's Business Manager position closes today, and interviews will take place at the beginning of next week. The intention is to fill the vacancy in 2-3 weeks.
 - (d) The Department welcomes Mary Bell, who will serve as Assistant to the Director of Undergraduate Services.
- iv. Merit Salary
 - (a) The Department had \$7,455 this year to distribute among faculty for merit-based salary raises.
 - (b) The recommendations have been sent to the Dean's office, who has sent them to the Provost's office. Approvals are expected at the end of May.
 - (c) This year, there will also be a 4% cost of living adjustment to salaries.
- b. Outreach Coordinator (D. Johnson)
 - i. Maryland Day was a terrific success. D. Johnson thanked the Maryland Day committee, volunteers, and everyone else who stopped by the tent.
- d. Colloquium Chair (K. McComas)
 - i. The next and last colloquium will take place on May 11, with a Graduate Student Showcase.
 - ii. T. Parry-Giles (next year's Colloquium Chair) has been finalizing the Fall 2001 Centennial Colloquia speakers.
- e. Human Subjects Review Committee (J. Garst)
 - i. The committee has reviewed 40 applications this semester.
 - ii. Any feedback on the review process is welcome.
- f. Communication Research Center/Webmaster (M. Meffert)
 - i. M. Meffert was not present; there was no report.
- g. PRSSA Chapter (b j Altschul)
 - i. Faculty members should have received a copy of the PRSSA Progress report in their mailboxes. The report includes an impressive array of accomplishments by this year's PRSSA chapter.
 - ii. The PRSSA newsletter, *Profile*, has recently been published.
 - iii. One of the PRSSA students, Lesley Richardson, wrote an articles that was published in the PRSA national newsletter, *Forum*.
- h. Centennial Committee (A. Wolvin)
 - i. Invitations to this May's Commencement, bookmarks, and questionnaires have been sent to Department alumni.
 - ii. Here is a list of upcoming Centennial events or happenings:

- (a) In September, Rep. John Lewis (D-Md) has been invited to speak at the Center for Political Communication and Civic Leadership's inauguration.
- (b) There has been coordination with the colloquium series to make Fall 2001 a Centennial Colloquia series.
- (c) An alumni event for Homecoming Friday has been planned, where alumni are asked to share their career perspectives.
- (d) There will be a reception at the NCA Annual Convention.
- iii. The decision to host the MCA Annual Meeting was discussed in light of new information, including that the same weekend is the University's Parent's Weekend.
 - (a) There was also some discussion of the best way to involve graduate students in the meeting, such as by having them present papers or posters. The possibility of including undergraduates was also raised.
- iv. The possibility of the Department authoring a book on the Centennial was raised. A suggestion was made to bring a proposal of what such a book would entail to a later Departmental Assembly.
- v. S. Parry-Giles reported that a coffee hour took place at ECA. Mari Boor Tonn did a terrific job of representing the Department.
- vi. D. Cai reported that the reception at ICA is lining up.
 - (a) A decision was made to subsidize reception tickets for graduate students.
- vii. E. Fink reported that letters congratulating the Department on its centennial have been posted on the Web site.
 - (a) A list with organizations and contact people for additional centennial letters was circulated. The organizations and contact people were:
 1. AEJMC: E. Fink
 2. AFA: J.F. Klumpp
 3. IABC: J. E. Grunig
 4. ICA: E.L. Fink
 5. ILA: A. D. Wolvin
 6. IPRA: J. E. Grunig
 7. NCA: E.L. Fink via W. Eadie
 8. PRSA and/or PRSA Educator's Academy: L. A. Grunig
 9. RSA: R.N. Gaines
 10. ASHR: R.N.Gaines
 11. AAPOR: (still to be determined)
 12. IACM: D. Cai
 13. IAMCR: (still to be determined)
 14. ECA: A. D. Wolvin
 15. MCA: A. D. Wolvin
 16. ACA: E. L. Fink
 - (b) Contact people are encouraged to seek letters as soon as possible.
- i. Student Awards (D. Cai)
 - i. Today (May 4) is the deadline for student award nominations.
 - ii. The Faculty Advisory Council will serve as the Awards Committee.
 - iii. The awards will be distributed immediately following the May 11 colloquium.
- j. Director of Graduate Studies (J. F. Klumpp)

- i. Recruitment of graduate students is complete. J.F. Klumpp thanked everyone for their help.
- ii. There are plans to update the Web site with particular attention given to the social sciences, specifically to the persuasion and social influence, and conflict and intercultural communication sites.
 - (a) Next Friday, there will be a meeting at 10 a.m. to discuss what information should be updated.
- iii. The orientation schedule for Fall 2001 is currently being planned. (Classes begin on Wednesday, August 29.)
 - (a) Graduate students begin their university orientation on Aug. 21.
 - (b) Course directors should plan to meet with students sometime between Aug. 21-24.
 - (1) The faculty members who will serve as course directors is not yet determined.
 - (c) The Department's teaching orientation will take place on Aug. 24.
 - (d) The Department orientation will take place on Monday, Aug. 27.
 - (1) There was a suggestion to include materials on campus safety in the orientation package.
 - (e) The first Fall 2001 Departmental Assembly is scheduled for Tuesday, Aug. 28 at 10 a.m.
- k. Social Fund (L. Aldoory)
 - i. There was nothing to report.
- l. Collegiate Council (L. Grunig)
 - i. The Dean's Faculty Forum is scheduled for Monday, May 7, from 1:30-3 in Room 1117 FSK.
- m. College Park Senate (S. J. Parry-Giles)
 - i. There was nothing to report.
- n. Center for Political Communication and Civic Leadership (S. J. Parry-Giles)
 - i. The Web address for the Center is www.comm.center.umd.edu.
 - ii. The Center has received its first seed money (\$500).
 - iii. The Center has invited Rep. John Lewis (D-MD) to speak on September 28, 2001.
- o. Reputation Committee (J. Grunig)
 - i. Several faculty members have submitted short articles on their research, which have been posted on the Department's Web site. Faculty members are encouraged to submit more on their research dating back to January 2000.
- p. Director of Undergraduate Studies (L. Waks)
 - i. The Department's Commencement will take place on May 24 at 2:30. Faculty members need to arrive in the Martial Arts room of Ritchie Coliseum by 2 p.m.
 - (1) 1,600-1,700 people are expected to attend the commencement.
 - (2) There will be a reception following the commencement at Ritchie.
 - (3) There will not be time to hand out many awards given that the Commencement needs to end by around 4 p.m.
 - ii. There was a question about room assignments for teaching and who has control over these assignments.
 - (1) Other than making requests, the Department has no control over room assignments.

4. Proposal for a Communication and Education Undergraduate Track (L. Waks and J. McCaleb)
 - a. A handout was distributed that compared the Communication and Education Undergraduate Track with the existing tracks.
 - b. There was a detailed discussion about the track and its requirements.
 - i. Regarding track requirements, there was a suggestion that another approved diversity course could be substituted for COMM 360 but that a student could still take COMM 360 to fulfill track requirements.
 - ii. On the “PCC Form,” the first sentence under “Description” was changed from “A fifth track is added to the programs available in the Department of Communication” to “A fifth track is added to the Department of Communication undergraduate program.”
 - iii. Also in the “PCC Form,” it was requested that “speech” be removed from “speech communication” in the second paragraph under “Justification/Reasons/Resources.”
 - c. With these changes, there was a vote on whether to approve the Communication and Education track.
 - i. There was unanimous agreement to approve the track.
 - ii. The relevant university forms need to be submitted.

5. Policy on Internships (L. Waks)
 - a. A handout was distributed that proposed an Undergraduate Internship Policy.
 - b. There was a discussion of the background on this proposal.
 - i. The proposal serves as an elaboration for prerequisites for the Internship course. Due to the course number (COMM 386), there will not be prerequisites listed for the course.
 - ii. The proposed policy essentially follows the previous policy, except that students cannot repeat the course, regardless of whether they take the course initially for 3 or 6 credits. However, ARHU 386 is an internship course that students can take after COMM 386.
 - (1) That students cannot repeat COMM 386 is consistent with the course being more academic now.
 - iii. Noting that COMM 386 is a required course for undergraduates in the Public Relations Track, a question was raised about students who may not meet the prerequisites.
 - (1) The coordinator is able to make exceptions when necessary.
 - iv. There was some discussion about changes in wording.
 - (1) In the first paragraph, the second sentence originally stated:

“Since the success of an internship depends on the relationship between the student and supervising company or organization, the department encourages students to think carefully about their goals for an internship and discuss these goals with faculty members and advisors as well as the internship coordinator.”

This statement was revised, and an additional sentence was added. The second and third sentence now read (additions in bold):

“Since the success of an internship depends on the relationship between the student and supervising company or organization, the department encourages students to think carefully about their goals for an internship and discuss these

goals with faculty members, advisors, **the internship coordinator, and the site supervisor. The site supervisor must be a communication professional.**

(2) In the fourth paragraph, a sentence was added after the fourth sentence, which lists the prerequisites. The new sentence reads:

“(Students in the PR track must have completed with a grade of 2.0 or higher COMM 350 and 351.)”

v. With these changes in wording, there was a vote to accept the proposed Undergraduate Internship Policy.

(1) The policy was accepted.

6. Other Old Business

a. There was no old business.

7. Additional New Business

a. There was no new business.

8. Important Dates

May 15, 2001	Last day of classes
May 17-20, 2001	American Association for Public Opinion Research (Montreal)
May 24, 2001	Commencement
May 24-28	International Communication Association (Washington)
June 4, 2001	First day of classes, Summer Session I
June 24-27, 2001	International Association for Conflict Management (Paris)
July 16, 2001	First day of classes, Summer Session II
August 5-8, 2001	Association for Education in Journalism & Mass Communication (Washington)
August 27, 2001	Department Orientation for Graduate Students
August 29, 2001	First day of classes, Fall 2001
August 30-September 2, 2001	American Political Science Association (San Francisco)

Meetings of the Departmental Assembly:

August 28, 2001

9. With no further business, the meeting adjourned at 12:20 p.m.