

## DEPARTMENTAL ASSEMBLY MINUTES

9:30 a.m., August 27, 2002

### PRESENT:

E. L. Fink (Chair), M. B. Tonn, T. Parry-Giles, J. Klumpp, S. Parry-Giles, B.-L. Sha, L. Aldoory, J. Garst, M. Meffert, J. McCaleb, J. Grunig, L. D. Witz, D. Cai, K. Kendall, K. McComas, L. Grunig, R. Gaines, S. Hubbard, C. Byerly, J. Tenney, L. Corrigan, L. Dinauer, M. Phillips, L. Waks, M. Bell.

1. The agenda was approved by acclamation.
2. The minutes of the April 19 and May 3, 2002 Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair reviewed departmental events of last academic year, including completion of the strategic plan, the failed faculty search, money earned from winter term at Shady Grove, Centennial events, formation and activities of the Reputation Committee and Center for Political Communication & Civic Leadership, completion of and response to the external review, establishment of Qualitative Brown Bag and Teaching Brown Bag Sessions, fund raising efforts, grant writing, increase in fellowships and scholarships awarded, instituting the "Pre-Union" as an effective recruiting activity for graduate students, completion of the Chair Review, implementation of the Limited Enrollment Program, increase in number of graduate student papers presented at the National Communication Association and International Communication Association meetings, number of doctoral degrees granted, 6 new books published by faculty, and faculty publications in 15 national and regional journals.
  - B. The chair reported the dean's comments on the department's strategic plan. The Dean proposed some changes to strengthen the document. The chair suggested forwarding the dean's edits to the Faculty Advisory Committee, which may review, approve/reject, then present the suggested edits to the Departmental Assembly. That plan was accepted.
  - C. The chair showed a copy of the recent newsletter and complimented J. Gowin, T. Parry-Giles, and R. Gaines on its content and format. The newsletter has been mailed to the faculty at 102 doctoral programs listed by the National Communication Association, as well as to key UMD administrators. Extra copies were made for handing out at conferences, etc. Faculty were invited to request

copies should they think of other important outlets. It is hoped that the mailing will be received in time for our accomplishments to be recognized in the NCA reputational survey.

- D. The chair commented on the status of the NCA reputation study and the process by which NCA is gathering information from departments to have it evaluated by experts in each division. NCA is urging the National Research Council to include communication as a research area.
- E. The chair offered the following reminders: A. Wolvin will be on sabbatical during spring, 2003 semester; CPC&CL is making plans to invite the 2002 gubernatorial candidates to campus and has been allocated some funds for this project; as part of the strategic plan, the department has submitted a proposal to host the Public Address Conference in 2004.
- F. The chair welcomed new personnel: Carolyn Byerly, Monique Mitchell, Judith Tenney, and Leslie Dinauer.
- G. Discussion and Questions:
  - J. Garst asked why the schedule for faculty reviews had been changed. Discussion revealed that the Appointment, Promotion, and Tenure Committee felt this schedule would better allow it to complete the necessary review of “other titled teachers” in the spring and that the “change” in fact represented a return to previous years’ scheduling for review.
  
  - General discussion of the department’s role, responsibilities, and mission if teaching at the Shady Grove campus took place. The chair reminded the Assembly that both Shady Grove proposals submitted by the department were available for review. R. Gaines suggested that the two Shady Grove proposals submitted by the department be made available as appendixes to the Assembly minutes; they are appended to these minutes.

4. Departmental assignments, standing committees and functions as currently assigned was presented

5. Election of Secretary of Departmental Assembly:

- A. J. Klumpp nominated L.D. Witz. J. Grunig seconded the nomination. The nomination was approved by acclamation.
- B. L. D. Witz asked who would serve as Supervisor of Audio-Visual Services. For the time being, E. L. Fink will be the contact person who notifies the College of any technical problems, especially with room 0104.

6. Election of the Faculty Advisory Committee:

- A. Election of officers took place via secret ballot and majority vote for each position. Votes were tallied by E. L. Fink and J. Garst.
- B. The first Committee member elected was J. Grunig. The second was M. B. Tonn. The third was L. D. Witz.
- C. The FAC will meet to recommend nominees for other committee assignments.

7. Reports were given by all respective committees, directors, and representatives. New information included:

- A. M. Meffert, Webmaster, reminded faculty to revisit their self descriptions on the departmental web site and revise if needed.
- B. M. B. Tonn, College Park Senator, announced she will need an alternate to attend Senate meetings during class times.
- C. L. A. Grunig, Collegiate Councilor, reminded the Assembly that her term has expired and a Council member must be elected. The election was postponed until the next Assembly meeting.
- D. S. J. Parry-Giles, Director of the Center for Political Communication and Civic Leadership, announced that the Center will host a discussion with John Anderson, 1980 Presidential candidate, in September, 2002.

8. The post-tenure review schedule was reviewed.

9. The chair asked for any old business. None was offered.

10. The chair asked for any new business. None was offered.

11. The year's scheduled meetings of the Departmental Assembly were reviewed.

12. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 11:00 am.

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES

9:30 a.m., August 27, 2002

Appendix A: Proposal for Bachelor of Arts degree Program in Communication at Shady Grove April 5, 2002

1. Name of institution: University of Maryland, College Park.
2. Name of degree program: Bachelor of Arts degree in Communication.
3. Academic department responsible for the program: Department of Communication.
4. Contact person: Edward L. Fink, Department of Communication, 2130 Skinner Building, University of Maryland, College Park, MD 20742-7635; 301-405-6523; [elf@deans.umd.edu](mailto:elf@deans.umd.edu).
5. Number of students from Montgomery College who transferred to the University of Maryland and were Communication majors at the end of their first semester at Maryland:

TABLE 1

	Fall 2000	Spring 2001	Fall 2001	Spring 2002
Transferred to UM <sup>2</sup>	402	213	409	231
<i>Enrolled in Communication</i>	14	5	14	6

<sup>1</sup>Estimated as of 4/2/2002.

<sup>2</sup>Transfer student is defined using UGAEntry Type Code (21, 22, 23) and does not include Post-Bachs, Freshmen with college credits, or reenrolling students.

6. Number of degrees awarded in the program, FY 1999, FY2000, FY 2001:

TABLE 2

	FY1999	FY2000	FY2001
<i># of Bachelor-s Degrees</i>	126	139	245

## 7. Educational goals of the program:

Students studying communication will:

- ◆ develop an understanding of the place of communication in human life, its literature and culture;
- ◆ learn to participate effectively and responsibly by communicating with others;
- ◆ develop oral and written communication skills;
- ◆ develop analytic and intellectual skills as a foundation for further education;
- ◆ employ communication to enhance interpersonal, organizational, and intercultural relations;
- ◆ study the methods of discovery and analysis in Communication scholarship, including rhetorical, critical, historical, and social scientific methods;
- ◆ understand the role of communication in business, government, and other institutions and relationships.

## 8. What needs of Montgomery County would be addressed by this program?

The goal of the Shady Grove degree program is to make the Communication program accessible to broad range of citizens of the state, particularly to residents of Montgomery County. The Communication program at Shady Grove will emphasize business and professional communication. The department has teaching and scholarly expertise in intercultural communication, public relations, negotiation and conflict resolution, persuasion and social influence, political communication, and rhetoric. The skills and knowledge that will be taught are extremely relevant to organizational training and development, marketing and advertising, and political and health campaigns. These professional skills and knowledge will contribute significantly to the companies and agencies in Montgomery County.

According to *Building on Excellence: The Next Step, The Strategic Plan for the University of Maryland, College Park* (May 3, 2000), the first initiative in the University's strategic plan is to

Continue to elevate the quality of undergraduate education in order to provide all students an enriched and challenging educational experience.

Within this initiative is the following:

Provide enriched educational opportunities and personally fulfilling and challenging academic curricula that prepare all our graduates for productive roles in this increasingly complex world.

The Communication undergraduate degree program at Shady Grove will help meet this objective by providing a College Park curriculum that is fundamental to preparing students in Montgomery County for the increasingly complex world.

A second strategy within this initiative is to

Remain the school of choice for the most talented students in Maryland by strengthening efforts to recruit students who contribute to and benefit from an enriched educational environment and by improving the conditions for their enrollment and success.

The Department of Communication is the second largest department at the University of Maryland. The increasing enrollment in Communication classes on campus makes it nearly impossible to satisfy the growing need for seats in existing courses. By expanding our program to Shady Grove, talented students in Montgomery County will be able to enroll in popular and important communication courses.

The third initiative of the strategic plan of the University of Maryland is to

Ensure a university environment that is inclusive as well as diverse and that fosters a spirit of community among faculty, staff, and students.

Among the strategies of this initiative is the following:

Develop strategies to increase the enrollment of undergraduate and graduate ethnic minority students and improve their graduation rates.

Montgomery College, a two-year institution, has a high proportion of minority students. Thus, extending the undergraduate Communication program is expected to serve minority students seeking an undergraduate education.

Finally, initiative 4 of the strategic plan of the University of Maryland is to

Engage the University more fully in outreach and collaborative partnerships with the greater community.

Among the strategies for this initiative is the following:

Extend our learning community beyond the campus boundaries and promote lifelong learning as an integral component of our academic programs.

Clearly, the proposal for a degree program in Communication at Shady Grove would extend the campus boundaries.

9. Anticipated start-up date and enrollment projections: The anticipated start-up date for the program is Fall 2003. The expected headcount enrollment is as follows:

Fall 2003	40
Fall 2004	80
Fall 2005	80
Fall 2006	80
Fall 2007	80

10. Outline of the articulation with Montgomery College: Attached.

11. The courses the University of Maryland will provide at Shady Grove:

The Department will offer a program within its Communication Studies track, as follows:

### **Junior Year**

#### 1<sup>st</sup> Semester

COMM401: <i>Interpreting Strategic Discourse</i>	3
COMM402: <i>Communication Theory &amp; Process</i>	3
COMM Rhetoric Elective:	3
One of the following: COMM330, 360, 451, 453, 455, 460, 461, 469, 471, 476	
Cognate	3
COMM elective (100-400 level)	3
<i>Total Credits</i>	<i>15</i>

#### 2<sup>nd</sup> Semester

COMM400: <i>Research Methods in Communication</i>	3
COMM Social Science Elective	3
One of the following: COMM420, 424, 425, 426, 435, 470, 475, 477, 482	
COMM upper level elective	3
Advanced Studies (300-400 level course outside of major)	3
Cognate	3
<i>Total Credits</i>	<i>15</i>

## Senior Year

### 1<sup>st</sup> Semester

3 COMM upper level electives	9
Advanced Studies/Cognate/CORE requirements	6
<i>Total Credits</i>	<i>15</i>

### 2<sup>nd</sup> Semester

2 COMM upper level electives	6
Advanced CORE/Graduation requirements	9
<i>Total Credits</i>	<i>15</i>

This program is designed assuming students have completed COMM250: *Introduction to Communication Theory*, the foreign language requirement, the statistical analysis course, the analysis of language course, and the performance requirement.

12. What courses will not be provided by the institution at SGC and how will the gap be filled?

Admission to the Department of Communication is competitive. Montgomery College, however, offers all prerequisites courses required for admission to the department except for COMM250: *Introduction to Communication Inquiry*. The department will offer COMM250 at SGC every summer to enable transfer students in Montgomery County and adjacent areas to complete the required gateway courses. See attached program plan showing progression to the bachelor's degree.

13. Course sharing and elective usage in other SGC programs:

There will be courses that will be shared and/or will serve as electives for other SGC programs. For example, COMM324: *Gender and Communication*, COMM482: *Intercultural Communication*, and COMM360: *Rhetoric of Black America*, serve as upper level electives for other programs at SGC and also fulfill the CORE Diversity requirement. Specifically, the Robert H. Smith School of Business and the College of Life Sciences have expressed interest in having Communication courses as electives at SGC. We believe that, with a growing presence of an undergraduate degree program in communication in SGC, the department will be able to plan sharing courses with other SGC institutions

14. How will you maintain the same quality as the on-campus program?

The Communication program at Shady Grove will mirror the Communication program at the University of Maryland. The qualifications of instructors at Shady Grove will be held to the

same standards for University of Maryland instructors. The syllabi for the Communication courses will have the same course objectives at both institutions. The course requirements for the Communication Studies program at Shady Grove are the exact ones required by students following the Communication Studies track at the University of Maryland. Student evaluations will be conducted at the conclusion of the course at Shady Grove for purposes of evaluating instructor performance. Instructors at Shady Grove will be visited by faculty from the Communication Department for assessment.

15. Facilities and services required for this program:

The Communication program requires special facilities and services. The Communication Program at Shady Grove will require a half-time (20 hours per week) academic advisor. The academic advisor will also require a computer to assist students. The program requires four classrooms equipped with video and an overhead projector. The rooms should also provide PowerPoint and Internet technology for the instructors to use. A media assistant to help instructors prepare the setup of the equipment would also be needed.

16. Special fees: There are no special fees associated with this program.

DEPARTMENTAL ASSEMBLY MINUTES  
9:30 a.m., August 27, 2002  
Appendix B: Shady Grove Budget Proposal of July 31, 2002

July 31, 2002

**Department of Communication  
Shady Grove Steady-State Budget**

Instructional Demands for COMM:

80 student (40 juniors, 40 seniors).

Each student needs 5 courses/semester, of which 3 will be in COMM.

$80 \times 3 = 240$  seats/semester.

Assume each class had 40 seats.

$240/40 = 6$  courses/semester, or 12 courses/academic year.

Two faculty members can teach 12 courses/academic year.

- ◆ If we use regular faculty to teach: the median salary/faculty member in COMM is  $\approx \$56,000$ . This amounts to  $\$14,000/\text{course}$ .
- ◆ If we use full-time adjunct faculty to teach: the median salary/faculty member in COMM is  $\approx \$43,680$ , which amounts to  $\$7,280/\text{course}$ .
- ◆ If we use part-time faculty to teach: the median salary/course in COMM is  $\$3,500$ .

Currently, of courses taught at the 300- and 400-level, 40% are taught by regular faculty members, 51% are taught by full-time adjunct faculty members, and 9% are taught by part-time faculty members.

Applying this mix to the twelve courses/academic year:

40% of 12 = 4.80 courses, @  $\$14,000/\text{course} = \$ 67,200$ .

51% of 12 = 6.12 courses, @  $\$7,280/\text{course} = \$ 44,554$ .

9% of 12 = 1.08 courses, @  $\$3,500/\text{course} = \$ 3,780$ .

Total cost = \$ 115,534.

Instructional Demands for Cognate and Non-COMM Elective Courses:

8 courses per academic year x  $\$5,000/\text{course} = \$ 40,000$ .

Total costs of instruction:

\$115,534 + \$40,000 = \$155,534.

Benefits:

33% x 155,534 = \$ 51,326.

Classroom rent:

\$1,000/classroom x 20 classrooms = \$ 20,000.

Coordinator and Advisor

(Assistant Director of  
Undergraduate Studies  
for Shady Grove

\$ 50,000.

Benefits @ 33% =

\$ 16,500.

Office rent:

3 offices @ \$3,000 = \$ 9,000.

**TOTAL DIRECT COSTS**

**\$302,360.**

**INDIRECT COSTS**

20% x \$302,360 = \$ 60,472.

**TOTAL COSTS:**

**\$363,832.**

**INCOME**

Tuition: 80 students @ 3886.20

(= 85% of \$4,572) =

\$ 310,896.

Student fees: 80 x \$200/student =

\$ 16,000.

USM Supplement:

**TOTAL INCOME:**

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., September 6, 2002

PRESENT:

E. L. Fink (Chair), A. Wolvin, M. B. Tonn, T. Parry-Giles, J. Klumpp, S. Parry-Giles, B.-L. Sha, L. Aldoory, J. Garst, M. Meffert, J. McCaleb, J. Grunig, D. Cai, K. McComas, L. Grunig, R. Gaines, C. Byerly, L. Waks, M. Bell.

1. The agenda was approved by acclamation.
2. The minutes of the August 27, 2002 meeting were not available, so approval of those minutes was tabled until the next meeting of the Assembly.
3. Chair's comments:
  - A. The chair reviewed departmental committee assignments.
  - B. The chair announced that the Laramie Project, a play about the Matthew Sheppard case, will be on campus Nov 8 - 23, 2002. The play is assigned reading for freshmen and a group is organizing a protest. This will be a media event for the campus.
  - C. The chair announced a search is being conducted for director of the Honors Humanities program, due to resignation of the former director.
  - D. The chair reminded all department members that e-mail addresses will change campus wide and the new address should be used on all relevant documents, including business cards.
  - E. The chair explained that the student judicial board needs faculty judges.
  - F. The chair announced that the American Association of Universities is conducting a study of what students get from universities. UMD-CP is likely to be one of the universities studied. If anyone wants to get involved in this project, please contact E. Fink.
  - G. The chair discussed the budget. Our department has already been asked to sequester 3% of our budget. However, we may be required to sequester 5% next year. If more than a 5% budget cut is required, pay cuts or furloughs are possible. This year's searches will not be finalized until budget projections are known.

- H. The chair announced that the College Appointment, Promotion, and Tenure Committee will be conducting about five mandatory reviews. Materials are due in the College no later than Nov 4. There are fewer mandatory reviews this year than in prior years.
  - I. The chair reminded the Assembly that the College Convocation will take place September 10 at 3:30 - 5:00 pm at the Performing Arts Center.
4. The election of the Salary Advisory Committee took place . The suggested slate was L. Grunig, M. Meffert, and M. Tonn. The slate was elected unanimously.
  5. The election of Collegiate Councillor took place. L. Grunig nominated T. Parry-Giles. The nominee was elected by unanimous vote with one abstention – T. Parry-Giles.
  6. Reports were given by all respective committees, directors, and representatives. New information included:
    - A. Departmental graduation: Ritchie Coliseum at noon on December 22, 2002 was the expected time and place. L. Waks will find out about alternatives.
    - B. The Outreach Coordinator reported that First Look Fair will take place September 25 and 26, beginning at 10:00 a.m. and that internship numbers have fallen this semester because fewer companies offering paid internships.
    - C. The PRSSA chapter will hold their first meeting September 18.
    - D. Quantoid Brown Bags will be held September 6 and October 4. Presenters are needed.
  7. The chair asked for any old business: The deadline for the Eastern Communication Association Convention is approaching.
  8. The chair asked for any new business. None was offered.
  9. A motion to adjourn was made and seconded. The Departmental Assembly adjourned.

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., October 4, 2002

PRESENT:

E. L. Fink (Chair), B.-L. Sha, L. Aldoory, J. Garst, M. Meffert, J. Grunig, L. D. Witz, D. Cai, K. McComas, R. Gaines, C. Byerly, M. Phillips, L. Waks, J. Gowin, A. Wolvin, J. S. Gowin, Depeka Rampertaap.

1. The agenda was approved by acclamation.
2. The minutes of the August 27, 2002 and September 6, 2002 Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair read a memo from the dean regarding budget cuts, hiring freezes and exceptions to the hiring freeze policy. The chair offered his projections of being able to meet our departmental operating expenses. The Assembly discussed some ways to cut departmental costs and manage any financial crisis.
  - B. The chair congratulated R. Gaines on his recent appointment as Director of Honors Humanities.
  - C. The chair described his recent visit to Tübingen University in Germany and the possibility of an exchange of Communication Department faculty, undergraduate students and graduate students. Information about the University is available at [www.uni-tuebingen.de](http://www.uni-tuebingen.de).
  - D. The chair described his recent meeting with the Associate Provost for Planning regarding our proposal for a 2 year communication program at Shady Grove. In response to the Associate Provost's statement that our minimum needs for supporting such a program would likely NOT be met, the chair responded by indicating that we would be unable to participate at the Shady Grove campus, but we would be open to revisiting the idea if our needs can be met in the future.
  - E. The chair reminded the Assembly that today is the final day to submit ballots for Graduate Councilor.
  - F. The chair announced that our department has been granted the honor of hosting the 9<sup>th</sup> Biennial Public Address conference.

- G. The chair reminded the Assembly that we need nominations for undergraduate and graduate members of the departmental committees.
  - H. The chair reminded the Assembly that the University Convocation takes place Tuesday, Oct 8 at 3 pm in the Chapel.
  - I. The chair announced that GRB semester award applications are due October 14.
4. The Assembly reviewed, discussed, and voted unanimously to approve minor revisions to the department's strategic plan, based on recommendations from the Faculty Advisory Committee's response to the dean's comments.
5. Reports were given by all respective committees, directors, and representatives. New information included:
- A. Lambda Pi Eta will hold an induction ceremony November 18, 7 pm, in 0200 Skinner.
  - B. Fall graduation has been rescheduled to Saturday 21 December, 7 pm, in Ritchie Coliseum.
  - C. J. S. Gowin, Outreach Coordinator, suggested we create a departmental master calendar in electronic and hard copy versions. The Assembly decided that the Web Master should update this calendar only once per month, but any up-to-the-minute changes or additions could be made to the hard copy version, which shall be kept in the kitchen.
  - D. B.-L. Sha, PRSSA Chapter Director, announced that our chapter will be participating in the National Bateman Competition this year.
8. The chair asked for any old business. None was offered.
9. The chair asked for any new business. R. Gaines, speaking on behalf of the Reputation Committee, announced that faculty at the University of Iowa, upon receiving our newsletter, said they wished to start such a newsletter themselves. Northwestern University has adopted a research focus with a name very similar to our "Rhetoric and Political Culture." These changes indicate that our department is having an impact on the field.
10. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 11:30 am.

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., November 1, 2002

PRESENT:

E. L. Fink (Chair), K. McComas, C. Byerly, J. Klumpp, S. Parry-Giles, A. Wolvin, D. Cai, M. Hiwot, J. Gowin, M. Meffert, J. Garst, M. Phillips, R. Gaines, M. B. Tonn, T. Parry-Giles, L. Aldoory, J. McCaleb, L. Waks, L. D. Witz.

1. The agenda was approved by acclamation.
2. The minutes of the October 4, 2002 meeting of the Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair summarized our standing vis-a-vis our budget. We seem to be better off financially than we were at this time last year. However, there's a possibility that the College will ask us to return more of our budget, to meet cutbacks. This possibility is among the many unknowns that can affect our financial plan, thus we need to be aware of operating expenses, such as copying. Especially as used by graduate students, copying costs are very high. The Assembly reviewed the rules for graduate students' use of paper and photocopying.
  - B. The chair announced that the Academic Technology staff presented helpful advice for using the internet as a teaching tool and asked whether the Assembly would like such a presentation in our department. After discussion, it was decided that the Academic Technology staff should be invited to present their material as a special departmental teaching brown bag session.
  - C. The chair reminded the Assembly of recent break-ins and thefts in other departments and suggested that, despite our desire to have an open-door, friendly environment, it is safer to lock our doors whenever we leave. The Assembly discussed their negative experiences with campus security in the past and it was suggested that the University, rather than urging faculty to protect themselves, ought to take steps to protect the faculty, staff, and equipment on campus. It was suggested that this issue be raised in the University Senate and in the Administrative Council. Anecdotal accounts of previous negative experiences with campus security should be e-mailed to M. Tonn and E. Fink so that the evidence can be presented in the appropriate forums.
  - D. The chair announced that new drafts of university policies on "Conflict of Interest" and "Conflict of Commitment" have been posted on the internet in order to clarify these policies and assist chairs and directors in dealing with infractions of these policies.

- E. The chair announced that permission has been granted to our department to conduct a search for an assistant professor, tenure track, in Persuasion and Social Influence, to replace J. Garst. The position announcement will go to NCA, ICA, CRTNET, etc. The search committee will consist of R. Gaines (chair), J. Grunig, D. Cai, L. Dinauer, and R. Winston. R. Gaines requested that the faculty send him names of potential applicants who should be invited to apply.
  
- 4. Andrew Cantor, from the Student Honor Council, discussed with the Assembly the role of the Honor Council and its current campaigns to deal with academic dishonesty among undergraduate and graduate students on campus. In particular, he described the Council's efforts to support instructors, educate students, and hold violators responsible. In addition, he explained that the "J" grade is to be used for grade reporting when a student has been accused, but not yet convicted, of academic dishonesty. The grade will be replaced with "XF" should the student be found responsible for dishonesty by the Council. Instructors are asked to simply present their evidence to the Council and wait to be notified of a hearing date. If the instructor is not contacted for a hearing, it means that the student has accepted responsibility for the act of dishonesty and waived a hearing.
  
- 5. Reports were given by all respective committees, directors, and representatives. New information included:
  - A. The Faculty Advisory Committee is working to meet university policy requiring departments to construct written criteria for hiring non-tenure-track teaching staff.
  
  - B. Spring Commencement preferences for times/dates is due. L. Waks suggested May 23 at noon. Some members of the Assembly will be out of town for the International Communication Association conference. An alternative suggestion was made for May 22 at 7 pm. L. Waks will check for availability.
  
  - C. The University's Institutional Review Board is now taking 2 weeks to return applications from the department's Human Subjects Review Committee. Faculty conducting research or planning to conduct research should be advised.
  
- 6. The chair asked for any old business: None was offered.
  
- 7. The chair asked for any new business. M. Tonn suggested that faculty encourage promising undergraduate scholars to attend the DePauw Undergraduate Conference. J. Garst announced that the executive director of the ACLU will be speaking on campus Dec 4, if any faculty wish to offer extra credit to students for attending.
  
- 9. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 11:55 am

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., December 19, 2002

PRESENT:

E. L. Fink (Chair), L. D. Witz, K. McComas, D. Cai, J. McCaleb, J. Grunig, M. Meffert, J. Garst, A. Wolvin, L. Aldoory, S. Parry-Giles, L. Grunig, L. Waks, M. Phillips, R. Gaines, M. B. Tonn, J. Gowin.

1. The agenda was approved by acclamation.
2. The minutes of the November 1, 2002 Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair explained that another 0.2% was taken from our operating budget, in addition to the 3% we returned earlier this year. We may have to do the same in fiscal year '04 and there is a possibility that our current search could be closed if the budget gets worse.
  - B. The chair reported that the deadline for submitting the office security questionnaire has been extended, in order to improve response rates.
  - C. The chair shared with the Assembly a new campus policy on the employment of full-time tenure and non-tenure track faculty and suggested that the Faculty Advisory Committee review the document to be sure that our department is in compliance.
  - D. The chair commented on the status of the NCA reputation study and the process by which NCA is gathering information from departments to have it evaluated by experts in each division. NCA is urging the National Research Council to include communication as a research area.
  - E. The chair announced a holiday party offered by the College of Arts and Humanities on December 10.
  - F. The chair reminded the Assembly that the president would like faculty to attend the campus commencement.
  - G. The chair announced that 5 new computers have been purchased and set up in the computer lab. 5 old computers went to other offices, as a result of our request to the college for more instructional materials. In addition, we have an LCD

projector, purchased from our own budget.

- H. The chair announced that M. Tonn received a semester GRB award and our college received the largest portion of awards submitted across the campus.

4. L. D. Witz presented the recommendations of the Faculty Advisory Committee regarding required and desired credentials for hiring full-time and part-time non-tenure track instructional faculty. The Assembly approved the recommendations unanimously.

5. Reports were given by all respective committees, directors, and representatives.

6. The chair asked for any old business. None was offered.

7. The chair asked for any new business. None was offered.

8. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 12:00 pm.

Submitted by L. D. Witz

## MINUTES OF THE DEPARTMENTAL ASSEMBLY

February 28, 2003  
10:30 a.m.

Attendance: E. L. Fink (Chair), L. Aldoory, D. A. Cai, R. N. Gaines, J. Garst, J. E. Grunig, L. A. Grunig, J. F. Klumpp, J. L. McCaleb, K. A. McComas, M. F. Meffert, M. Phillips, B.-L. Sha, M. B. Tonn, L. Waks, L. E. Drake Witz A. D. Wolvin, T. Derville, N. Tindall

The three candidates for the faculty position in persuasion and social influence were discussed. The candidates were:

***Dr. Anne M. Nicotera*** (Ph.D., Ohio University, 1990)  
Associate Professor, Department of Communication and Culture, Howard University  
Visit Date: February 10, 2003  
Colloquium Title: “Organizational Divergence as Culturally Transcendent”

***Dr. Monique Mitchell Turner*** (Ph.D., Michigan State University, 1999)  
Assistant Professor, Department of Communication Studies, University of Texas  
Visit Date: February 20, 2003  
Colloquium Title: “Information Seeking and Processing: An Anxiety Reduction Hypothesis”

***Dr. Matthew S. McGlone*** (Ph.D., Princeton University, 1994)  
Associate Professor, Department of Psychology, Lafayette College  
Visit Date: February 24, 2003  
Colloquium Title: “Naming and Framing with Metaphor”

All present had an opportunity to speak. One graduate student reported the views of several graduate students who were not in attendance.

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., march 7, 2003

PRESENT:

E. L. Fink (Chair), L. D. Witz, L. Grunig, K. McComas, M. Meffert, R. Gaines, J. McCaleb, B. Sha, J. Garst, J. Grunig, D. Cai, K. Kendall, S. Parry-Giles, M. B. Tonn, L. Aldoory, M. Phillips, J. Klumpp, T. Parry-Giles, L. Waks.

1. The agenda was approved by acclamation.
2. The minutes of the December 19, 2002 and February 28, 2003 Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair announced that John Hocking, of the University of Georgia, will be visiting campus on March 17 and will make himself available to teach a class if any faculty member should so desire.
  - B. The chair reported that in light of campus uncertainty about budget cuts (both number and depth), our department is behaving as if \$100,000 would be lost from our budget, which we plan to cover by giving up the following positions: one other-titled teacher, 4.5 teaching assistantships. However, with additional moneys coming in, including grants, some of our losses may be made up, such that we may come out even. The full extent of cuts and additions will not be known until May or June.
  - ??C. The chair reminded the Assembly that the evaluation process for other-titled teachers will be discussed in the Faculty Advisory Committee.
  - D. The chair announced that a scholarship is funded by a gift by June Buteau if \$10,000. This Communication alum may provide additional funds in the future. She will be invited to visit campus.
  - E. The chair announced that the dean would like salary committees to meet, even though there will probably be no money to award. The purpose of holding such meetings would be to keep an up-to-date record of faculty accomplishments. The chair plans to explain to the dean that our particular review method keeps a current record of accomplishments, making a Salary Committee meeting pointless. However, the chair reminded faculty to complete their activity reports by April 4.
  - F. The chair reminded the Assembly that the departmental interest areas have agreed

to meet annually to review their progress regarding the Strategic Plan. General discussion ensued, including:

(1) How did the “password” requirement on the departmental website get initiated (i.e. why are we retaining the distinction between “internal” and “external” web resources at our departmental home page)? The chair suggested that the Faculty Advisory Committee review this issue and report back to the Assembly.

(2) When do requests for hires get submitted? The chair reported that in May or June the dean sends a message soliciting requests. We have always requested positions in response.

(3) What is our contingency plan in case we are given no hires? The chair responded that it is too early to know our plan for the 2004-5 academic year, but for the coming year, we have planned to stop offering undergraduate classes that cannot be covered by our existing resources.

(4) It was suggested that we might obtain a diversity hire by joining forces with another department, such as American Studies, to obtain a split appointment hire.

(5) T. Parry Giles commented that the Strategic Plan should not be permitted to become overly binding and inflexible. E. L. Fink suggested that making departures from the Strategic Plan is to be expected; however, such departures should be taken only with full participation and awareness of the Assembly. R. Gaines suggested that we should revisit the Strategic Plan in light of the recent changes in the department, the university, the field, and academe in general. E. L. Fink suggested that the FAC review the plan, make an assessment, and offer suggestions to the Assembly at its next meeting. J. Klumpp motioned to charge the FAC with this task. The motion was seconded by R. Gaines. Further discussion ensued and the motion was unanimously approved.

- G. The chair reminded the Assembly that the provost and president desire departmental representation at campus graduation on May 22 and asked for volunteers.
4. L. D. Witz announced that she will be resigning her position after the Fall, 2003 graduation.
5. Reports were given by all respective committees, directors, and representatives, including:
- a. Our recent search for an assistant professor in the Persuasion and Social Influence specialty was successful. M. M. Turner has accepted our offer. R. Gaines suggested that we announce this news on the departmental website. Advertisements for our department will appear over the coming months in *Human Communication Research*, *Journal of Communication*, *Quarterly Journal of Speech*, and *Communication Theory*.
  - b. The Faculty Advisory Committee recommends that when the department is invited to sponsor a campus event, the department chair should consult with the chair of the Faculty Advisory Committee. If the event is deemed to be sufficiently controversial, sponsorship should be discussed by the entire FAC. Based on

advice offered by the FAC, the department chair may ask for a vote from the Departmental Assembly. A motion was made to adopt this recommendation as policy and was seconded. The motion passed by unanimous vote.

6. The chair asked for any old business. None was offered.
7. The chair asked for any new business. None was offered.
8. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 12:00 pm.

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., April 4, 2003

PRESENT:

E. L. Fink (Chair), L. D. Witz, J. Klumpp, M. Meffert, R. Gaines, J. Grunig, L. Grunig, J. Garst, K. McComas, D. Cai, L. Aldoory, S. Parry-Giles, B. Sha, J. Gowin, T. Parry-Giles, K. Kendall, J. McCaleb, M. B. Tonn, M. Phillips, S. Coffey.

1. A motion was made to move discussion of Maryland Day earlier in the agenda. Motion was approved by acclimation.
2. The revised agenda was approved by acclamation.
3. The minutes of the March 7, 2003 Departmental Assembly were approved by acclamation.
4. Chair's comments:
  - A. The chair announced that only some of the faculty named as targets for the NRC pilot study received electronic questionnaires. The chair has notified the NRC of the problem. Meanwhile, anyone wishing to view the questionnaire may obtain a copy from the chair.
  - B. The chair reported that T. Parry-Giles has agreed to chair the department's Reputation Committee.
  - C. The chair summarized his most recent meeting with the Dean of Arts and Humanities by saying that information about our department's needs has been fully disclosed. At the moment, the dean's position is that there will be no searches. However, this statement was made without information about the budget, as state budget decisions will not be made until next week, at the earliest.
  - D. The chair announced that our Technology Proposal, authored by A. Wolvin, received top priority from the College. The proposal would create a fully equipped research laboratory for the Communication Department and would be funded through the student technology fee.
5. Report from the Faculty Advisory Committee:
  - A. The committee moved that the department make it a top priority to maintain the PR program at its current strength, despite resignations or future retirements. The Assembly discussed strategies for accomplishing this goal. The motion was

passed unanimously.

- B. The committee moved that the Assembly suspend the review of other-titled teachers for the remainder of this academic year, but complete these reviews per departmental policy next academic year. The motion was passed by unanimous vote.
  - C. The committee moved to reconfigure the distinction between the “internal” and “external” department web pages by removing the password protection. The Assembly discussed advantages and disadvantages, as well as possible alternatives or amendments to this motion. The motion was defeated by majority vote.
  - D. The committee moved that the Assembly discuss the advantages and disadvantages of merging the Intercultural Communication specialty with the Persuasion and Social Influence specialty under an umbrella term. A motion was made to move to the committee of the whole for discussion. The motion passed. After discussion, the Assembly rose from the committee of the whole and moved that the issue be slated for further discussion at the next Departmental Assembly. This motion passed unanimously.
6. Maryland Day:
- J. Gowin described some disadvantages to the department’s participation in Maryland Day activities. The Assembly discussed related concerns. A motion was made to end our participation after the April 26, 2003 event. The motion passed unanimously.
- 7. Reports by respective committees were requested by e-mail unless urgent.
  - 8. The chair asked for any old business. None was offered.
  - 9. The chair asked for any new business. None was offered.
  - 10. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 12:05 pm.

Submitted by L. D. Witz

DEPARTMENTAL ASSEMBLY MINUTES  
10:00 a.m., May 2, 2003

PRESENT:

E. L. Fink (Chair), L. D. Witz, L. Grunig, M. Phillips, M. B. Tomm, R. Gaines, J. Grunig, J. Garst, B. Sha, K. McComas, L. Waks, L. Aldoory, S. Parry-Giles, J. Gowin, K. Kendall, J. Klumpp, T. Parry-Giles, D. Cai.

1. The agenda was approved by acclamation.
2. The minutes of the April 4, 2003 Departmental Assembly were approved by acclamation.
3. Chair's comments:
  - A. The chair announced that he will serve on the newly formed committee, formed by the Council of Communication Associations, charged with delineating categories of communication scholarship for the NRC's pilot reputational study.
  - B. The chair reported that the NCA reputational study is proceeding, but has been delayed while the NCA contacts department chairs about the subfields in which programs will be ranked.
  - C. The chair announced that the proposal for a Center for Risk Communication Research has been accepted by the FDA and has been awarded \$10,000 / year for three years.
  - D. The chair announced that the Student Fees Committee has asked us to revise and resubmit a media technology proposal.
  - E. The chair announced that we have been granted \$3,000 for Instructional Improvement from the Center for Teaching Excellence.
  - F. The chair announced that two of our faculty, R. Gaines and L. Waks, have received Lilly fellowships.
  - G. The chair announced that he will host a discussion for graduate students in PR regarding the status and future of the program, in light of possible resignations and retirements.
4. K. McComas announced that she will be resigning her position after the Spring, 2003 graduation to accept a position with another institution.

5. L. D. Witz reported that the Faculty Advisory Committee would like faculty to nominate, or encourage outstanding graduate students to self-nominate, individuals for annual graduate student awards. Winners will be presented with certificates and plaques at a graduate student awards luncheon to be held on May 15.

L. D. Witz reported that Faculty Advisory Committee, charged with discussing possible changes in the Strategic Plan, decided by majority vote to recommend to the Assembly that the Intercultural Communication specialty and the Persuasion and Social Influence specialty remain separate focus areas within the department. Discussion ensued, during which R. Gaines made a motion to adopt three specialty areas in our department: Communication Theory, Rhetoric and Political Culture, and Public Relations. The motion was defeated. The FAC's recommendation was carried by a vote of the Assembly.

6. Reports were given by all respective committees, directors, and representatives, including:

- a. Fall orientation begins August 25.

- b. Donald Schreiber, Associate Director of the Centers for Disease Control and Prevention and Director of the CDC's Washington office, will be our commencement speaker for spring, 2003 graduation.

7. The chair asked for any old business. None was offered.
8. The chair asked for any new business. None was offered.
9. A motion to adjourn was made and seconded. The Departmental Assembly adjourned at 12:00 pm.

Submitted by L. D. Witz