

DEPARTMENTAL ASSEMBLY MINUTES

9:30 a.m., August 25, 2004

PRESENT: E. L. Fink (Chair); L. Aldoory; D. Cai; R. Gaines; J. Gowin; J. Klumpp; J. McCaleb; S.J. Parry-Giles; T. Parry-Giles; M.B. Tonn; L. Waks; A.D. Wolvin; E.L. Toth; R. J. Toth; D. Cronin; J. Banas; K. Kendall; B. A. Stillion Southard; S. Chung; B. Waggoner.

1. The agenda was approved by acclamation.
2. The minutes of the February 6, 2004 and May 7, 2004 meetings were approved unanimously.
3. Elizabeth Toth was elected Secretary of the Assembly by acclamation.
4. Chair's Comments

A. The chair provided an overview of shrinking ACCESS monies and obligations to pick up costs after FY 05 for teaching news writing and editing courses, commitment to a new media lab, and support for the colloquium series. The department will support two trips per faculty member at \$300 each. He concluded that this year we will have to use reserves to offset these costs. For the next fiscal year, things might be more difficult financially for the department.

B. The University wants the COMM Department to offer a junior and senior year at the Shady Grove campus. The chair will be meeting on August 27 to negotiate additional faculty lines, and other costs such as a coordinator position and other resources to support this program.

C. With approval of the Shady Grove program, there will be three faculty tenure-track searches for positions beginning in August, 2005. The faculty received copies of the position announcements and was encouraged to invite people to apply. If faculty will give Deb Cai names of possible applicants, she will send them personalized letters. She needs these names by Sept. 1.

D. The Chair reported on the NCA reputational study results, possibly due by the NCA conference. He will be meeting with the Dean of Arts and Humanities, the Dean of Journalism, and a member of the provost's staff to discuss how Communication will be represented in the upcoming NRC survey.

E. The Chair announced that he will be notifying everyone of the schedule for carpeting and painting offices.

F. The Chair announced that Linda Aldoory had received two grants.

G. The Chair asked that faculty send him an email listing where recent Ph.D. students and master's students have found positions.

H. The Chair announced that the COMM Department had picked up this year the responsibility for offering COMM 231 and COMM 232, previously taught as news writing and editing by the Journalism College.

I. The Chair announced that he would submit to the Faculty Advisory Committee a revision of the department strategic plan and place the plan on the November Departmental Assembly.

J. The Chair announced that there was to be a reorganization of business services for three departments: Communication, Philosophy, and Classics. There would be a search for a supervisor position that would report to the Chair and a reorganization of services to meet the needs of the three departments.

K. The Chair asked the faculty to send him ASAP any significant events happening in the department this year. He needs the topic, theme, date, time, place, expected attendance, and contact person.

L. The Chair announced that the University was accepting nominations for a faculty support of diversity award.

5. Election of the Faculty Advisory Committee

The following three faculty members were elected to serve on the Faculty Advisory Committee for the coming academic year: Elizabeth Toth, Trevor Parry-Giles, and Andrew Wolvin.

6. Other Reports

A. Undergraduate Registration

Leah Waks reported that the department had 630 undergraduate majors.

B. December Department Commencement

Leah Waks reported that the University Administration had assigned the Department's Commencement for December 19, 2004 at 9 a.m. (Sunday). It was the consensus of the faculty that Ed Fink discuss with the Dean that the Department faculty strongly disagreed with this decision, giving as reasons of religion and placing basketball before academic achievement.

C. Graduate Orientation

Deborah Cai reported that the graduate orientation seemed to go well. If faculty had suggestions for improvements, she would appreciate receiving them.

D. NCA Party

Kathleen Kendall reported that the NCA Communication Party attendance was 400 people last year. She will seek graduate student volunteers to help her again for the 2004 NCA Convention party, scheduled tentatively for 7:30 p.m. on the Saturday evening of the convention.

E. Internships

Julie Gowin reported that internships were going well. There will be a First Look Fair on Sept. 22 and 23.

F. Collegiate Council meeting

Trevor Parry-Giles reported that there was Collegiate Council meeting on Friday, August 27 and if any one had contributions to please forward them to him.

G. Risk Center Grant Proposal

Linda Aldoory reported that she is involved in building a pool of experts to submit a grant proposal to create a "Center for Behavioral and Social Scientific Impact on Terrorism and Counter-terrorism."

H. Elimination of Teaching Brown Bag

Because there seemed to be little interest in teaching brown bags, they would be eliminated this year.

I. Periodic Review of Faculty

The faculty agreed to ask the Advisory Committee to look at the periodic review statement to interpret whether the review should be done in the 5th year or completed by the 5th year.

J. Public Relations Student Society of America (PRSSA) Chapter report

Richard Toth, faculty PRSSA advisor, has been in touch with the PRSSA chapter President about the coming year.

7. Old Business -- None

8. New Business -- None

The meeting was adjourned.

Respectfully Submitted by Elizabeth L. Toth

DEPARTMENTAL ASSEMBLY MINUTES
10:00 a.m., September 3, 2004

PRESENT:

E. L. Fink (Chair), D. Cai, L. Aldoory, S. Chung, D. Cronin, R. Gaines, J. Klumpp, J. McCaleb, S. Parry-Giles, T. Parry-Giles, M. B. Tonn, M. M. Turner, L. Waks.

1. The agenda for today's meeting was approved.
2. The minutes of the August 25, 2004 Departmental Assembly were approved.
3. Chair's comments:
 - A. Progress has been made on refurbishing the department, with new chairs in the seminar room and computer lab, and most common spaces carpeted. MA, Ph.D. and some faculty offices are next to be carpeted.
 - B. ARHU's convocation is September 7th at 3:30pm.
 - C. Azar Nafisi will be visiting the campus on October 14.
 - D. ARHU is conducting a pilot project in the History department for evaluating instructors on-line, but the response rate for such evaluations is expected to be low. If this type of evaluation is effective it may be implemented more widely. M. Tonn noted that the Senate will be discussing whether student evaluations of faculty should be made available to the public. Discussion ensued about privacy issues, inappropriateness of including public evaluations in personnel files, self-selection biases of evaluations, and issues related to judgments that affect end of the semester evaluations. M. Tonn said she'd keep the Assembly informed as the issue develops and would let the Assembly know when the issue comes to the Senate floor. By Sept. 17, let E. Fink know about any comments regarding on-line evaluations. E. Fink will compile a report to K. Kavanaugh. T. Parry-Giles will also represent the faculty's views to the Collegiate Council.
 - E. The list of FY2005 committee assignments was provided to the Assembly. Members discussed whether to have a database of all faculty service

responsibilities, including department, college, campus, and discipline. No motion was made to do so.

- F. Election of the Salary Advisory Committee. The recommended nominations from the Faculty Advisory Committee were E. Toth, M. Tonn, and M. Turner. As a request for diversity on the committee, M. Tonn nominated R. Gaines for the Associate Professor member. Tenured/tenure-track faculty members voted, electing E. Toth, R. Gaines, and M. Turner to the Salary Advisory Committee for FY 2005.

- G. Draft document dated 8-31-04 of the Shady Grove agreement was reviewed.
 - a. If the program does not succeed, the Dean has guaranteed the promised \$75,000 for one faculty line.
 - b. According to the agreement, the two tenured/tenure-track faculty positions in the agreement will continue whether or not the program at Shady Grove is successful.
 - c. E. Fink has worked unsuccessfully to not have faculty salaries related to this agreement come out of the profits from the program.
 - d. The negotiation of this contract is the result of three months of tough negotiating with the Provost's office.
 - e. Currently, 21% of the 300/400 level courses are taught by regular faculty members on the College Park campus. Teaching at Shady Grove is to reflect the same proportion of courses taught by regular faculty members.
 - f. Two possible models for faculty members to teach at Shady Grove: (1) As regular workload, with someone paid to cover the faculty member's courses at College Park, or (2) as overload. Adjunct faculty members could be hired to teach a split load at College Park and Shady Grove. The agreement says that during the first year of the contract, six courses would be taught at Shady Grove, with two of the courses taught by tenured/tenure-track faculty.
 - g. J. Klumpp requested that the Faculty Advisory Committee develop policies regarding teaching off campus that will guide future decisions about off-campus teaching assignments. R. Gaines further recommended that the FAC discuss compensation for overload. E. Fink noted that summer course compensation is already under discussion by the FAC (e.g., whether compensation should be one month salary or 10% of salary per course or some other amount).
 - h. E. Fink noted that the Shady Grove Program Coordinator needs to be a high energy recruiter. A description for this position is being prepared. The next step is to hire a person for this position, hopefully by mid-October. A description for the Business School's Coordinator is being used as a model. The Coordinator would report to L. Waks, because the position is related to the Undergraduate Program.

- i. J. Klumpp asked about library resources for the students at Shady Grove and the plans in place for building library resources there. E. Fink said he'd find out how much effort is being put into building those resources. T. Parry-Giles asked about the level input the faculty at College Park would have regarding building Communication materials at the library at Shady Grove.
- j. R. Gaines expressed concern over the College "taxing" away any profits we make.
- k. J. Klumpp moved for a vote on the following: Support to work toward offering a quality B.A. program in Communication at Shady Grove. M. Turner seconded the motion. The vote passed (7 yes, 2 abstentions, 0 no).
- l. Additional information: E. Fink reported that the Provost offered to consider hard budgeting one-half of the ACCESS money (one-half = approximately \$160,000), which the department could use for hiring additional faculty members.
- m. A general discussion ensued about how Shady Grove is a different type of issue than teaching on-line courses. Additional discussion occurred regarding whether action is required by the faculty whenever a change of venue is sought for teaching department courses.

4. Old Business

- A. K. Kendall reported that the National Communication Association party for the department is scheduled for Saturday, November 13, at 7:30 pm, the same time as last year.
- B. M. Turner reported that the department's HSRC process is moving to on-line submissions. She also reported that she needs three faculty members to serve as hosts for Colloquium speakers.
- C. L. Waks reported that the department's Fall Commencement has been moved from 9am to Noon on Sunday, December 19. Some faculty members noted that the time change will still not make it possible for them to attend Fall Commencement due to commitments related to Christmas church services. L. Waks also noted that on campus, new Student ID numbers will change to replace the previous use of Social Security numbers as Student ID numbers. Finally, she reiterated a request that instructors of undergraduate courses for the department provide a copy of their syllabi to Mary Bell.

5. New Business: None

Submitted by D. Cai

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m., October 1, 2004

PRESENT:

E. L. Fink (Chair), D. Cai, R. Gaines, E. L. Toth, J. Klumpp, S. Parry-Giles, T. Parry-Giles, M.B. Tonn, M. M. Turner, L. Waks, J. E. Grunig, S. Chung, A. Wolvin, J. Gowin, K. Carr, J. Banas, L. Zuckerman.

1. The agenda for today's meeting was approved.
2. The minutes of the September 3, 2004 meeting were approved.
3. Comments by the Chair

E. L. Fink introduced the new student representatives to the Assembly, Lauri Zuckerman (undergraduate) and Kelly Carr (graduate). He asked K. Carr for a list of the new graduate organization officers. E. L. Fink announced that on Friday, Oct. 8, 2004, the Department hallway next to the staff offices would be closed for re-carpeting. E. L. Fink announced that on recommendation of the Faculty Advisory Committee, distribution this academic year of \$2000 give by the Dean would be to those with convention research papers. Eligible are tenured, non-tenured and full-time faculty who have conference research paper submissions. This distribution does not reflect a final policy on how to distribute travel funds received from the Dean. The Chair announced that there were three search committees formed: (1) to fill the Shady Grove coordinator position, (2) for the business manager position, and (3) for the three faculty positions in public relations, persuasion and social influence/intercultural communication. The Chair announced that the Faculty Advisory Committee recommended and approved of the development of a research lab in Woods Hall space made available to the Department of Communication. M. M. Turner, A. Wolvin and D. Cai will develop a plan for the lab. The Chair reminded the members of the Assembly that they should submit early warning grades on-line. The Chair announced that there was a policy to come to the University Senate to support students who are having difficulty completing degrees in four years.

4. Policy on Periodic Review of Faculty

E. L. Fink and A. Wolvin spoke to the Department document on periodic reviews of tenured faculty, which is unclear about when reviews should take place. They introduced two wording changes that should clarify the current language. J. Klumpp moved that new language to be added to the first paragraph of the section entitled "Purpose of the Review." With one abstention, new language, "beginning in the 5th year following receipt of a written plan of professional development," was added. The Assembly then passed, with one abstention, the Committee motion as amended, including the deletion of language "at intervals not exceeding five years" (under Purpose of Review), and added language "no less frequently than every five years,"

deleted the language under Procedures (15 April of the review year) and substituted “15 October of the subsequent year.”

5. Review of Department of Communication Strategic Plan

The Assembly agreed to several motions concerning minor changes to the Revision of the Department Strategic Plan:

- a. Removed “Purdue University” as a benchmark school for the public relations track with the agreement that the public relations faculty would be studying other additions.
- b. Removed “racial and ethnic” from the p. 5 discussion on expanding diversity of faculty and graduate students.
- c. Inserted language on p. 2 at the end of the first paragraph under Public Relations: “One junior faculty member was lost in 2003.”
- d. Deleted the final sentence of the section on Public Relations (p. 2): “However, the recent faculty search experience suggests that acquiring faculty with requisite scholarly records is difficult.”
- e. Under the section on Rhetoric and Political Culture, inserted the word “critical” on line #4 before the word “need,” and deleted the wording on line #5 of “such as minority rhetoric.”
Added language to have as a goal “developing career placement services for our students” to be placed in the undergraduate section.

6. Director of Graduate Studies Report

D. Cai reported that there will be an open house for prospective graduate students at the NCA Chicago conference on Nov. 11 from 2 to 4:30 p.m.

7. Faculty Searches

D. Cai reported that Wendy Jacobs had requested that the Department put together a standard set of questions for each of the faculty search interviewees so that the same topics will be addressed by the candidates. Assembly members should email D. Cai any suggestions of questions to be asked.

There was discussion about the larger issues of hiring priorities in the department and agreement that this topic should be postponed until the Spring after the Assembly saw the outcome of the current searches.

8. Director of Undergraduate Studies Report

L. Waks reported that there would be an Oct. 4 morning coffee for prospective students and parents. All Assembly members are invited to attend.

L. Waks introduced a proposal for an Interdisciplinary Minor in Rhetoric, which had the endorsement of the Department Undergraduate Studies Committee. This minor proposal was approved by the Assembly.

9. Grunig retirement dinner

E. Toth announced that the Department's dinner to recognize J. E. Grunig and L. A. Grunig on their retirement will be on April 16, 2005 at the University of Maryland University College Inn and Conference Center Ballroom.

10. Other Announcements

- a. M. B. Tonn announced that there would be a Senate meeting on Oct. 5, 2005.
- b. T. Parry-Giles announced that there were 80 attendees registered for the Public Address conference.
- c. L. Waks announced that Commencement would be on Dec. 19 at Noon.

The Assembly meeting was then adjourned.

Submitted by E. Toth

DEPARTMENTAL ASSEMBLY MEETING
9:30 a.m., March 4, 2005

PRESENT:

E. L. Fink (chair), E. Toth, L. Waks, R. Toth, C. Harper, K. Carr, J. Klumpp,
T. Parry-Giles, R. Gaines, O. Fandino, L. Aldoory, M. Turner, D. Cai.

1. The agenda for today's meeting was approved.
2. The minutes of the October 1, 2004 meeting were approved.
3. Comments by the Chair

E. L Fink introduced two new staff members to the Assembly: Otto Fandino, Business Manager for the Departments of Communication, Philosophy, and Classics; and Caroline Harper, who will coordinate the department's undergraduate program at Shady Grove. E. L Fink reminded faculty to respond to the university request for "early warning grades" as soon as possible. He reported on the COMM department budget and raises. The COMM department has held back one percent of its funds by university directive. The COMM department has not received tuition profits from winter term as yet. Raises are expected to be about 2% increase, based in part on recommendations of the Salary Advisory Committee (SAC) (members are Gaines, Turner, and Toth). SAC forms are due April 1. The forms can be found on the Web site. The COMM budget is still fine for this year, but next year will be a tight year. The Faculty Advisory Committee recommended a shift in budgetary funds to increase faculty travel. E. L Fink is working with O. Fandino on this request. E.L Fink announced a March 4 deadline for requests for university "Enhancement of Undergraduate Education" funds. He announced that online evaluations of COMM courses will be done this term on an experimental basis. He recognized L. Aldoory's work on the College committee that is considering this change from the current system of classroom evaluations on scantron sheets. L. Aldoory added that the scantron system is not any longer an option. We will either have to do paper and pencil evaluations or use the online method. After discussion, the COMM faculty voted to form a committee to investigate the requirements to faculty of the impact of this change. The committee will investigate the response rate; danger signs on interpreting the data; effects of this change on graduate students; and the validity of the evaluations. The deadline to have input on the evaluations is April 1. Serving on the committee are L. Aldoory, L. Waks, J. Klumpp, L. Sullivan, and K. Carr.

E. L. Fink reported that he had assigned J. Klumpp to review revisions of Campus APT procedures and recommend to the COMM department changes to its APT policies that will be necessary to bring it into alignment. One change is the campus requirement that new faculty have a formal mentor. Other suggestions for changes need to be given to J. Klumpp. (Copies of both plans were attached to agenda.)

E. L. Fink announced that the Faculty Advisory Committee had approved a procedure for research stipends (memo attached to minutes).

E. L Fink announced that faculty are encouraged to join the university Teachers as Scholars Program, teaching high school teachers. The stipend is \$500 per day and there is a 2.5 day commitment.

E. L Fink announced that the university will celebrate its 150 year anniversary in 2005. Departments are encourage to link up with the overall celebration.

4. Amendment to *Plan of Organization*

The COMM faculty approved unanimously two changes to the *Plan of Organization*. One dealt with voting procedures on amendments to the Plan and the other to insure that the Plan is visited regularly (changes attached to the agenda).

5. Library's "Moving Beyond Paper" initiative; Communication and Mass Media Complete; and DRUM: Digital Repository at the University of Maryland.

Alan Mattlage, Library Liaison for the COMM Department joined the COMM faculty to announce the Library's plans to "Move Beyond Paper," putting all journals online. He encouraged colleagues to use the Library's new DRUM: Digital Repository for UMD faculty work, found at www.lib.umd.edu/CLUMD/serials/2005_e-only.html or www.drum.umd.edu/dspace. This Web site distributes work more widely without cost to people seeking information.. Also, he noted that the Library Arts and Humanities Team has made its recommendations for monies and that COMM will receive its needs.

6. Reports

a. Director of Undergraduate Studies L. Waks announced that the Spring Semester Commencement will be on May 22, 2005 at 4 p.m. at Ritchie Coliseum. She expected 209 students to attend to receive degrees.

b. C. Harper reported that she is meeting community college students and advisors to promote the Shady Grove COMM program.

c. T. Parry-Giles announced that the Faculty Advisory Committee had standardized a series of graduate awards. (Attached to agenda). The deadline for applications is April 15, 2005.

d. PRSSA faculty advisor R. Toth announced that PRSSA had about 30 members and \$1,000 in its treasury. The chapter was starting Wednesday evening programs. Its student run agency, "Terp Relations," was working on promoting the Deep Impact Project, a July 4th comet event. Students will be attending the regional PRSSA conference at American University. Their professional advisor will speak to them on March 9 on internships and job marketing.

e. Director of Graduate Studies D. Cai reported that the Graduate Admissions Committee has admitted 18 new graduate students. Six have accepted. Her goal is to reach a 60%

acceptance rate of 11 students. The COMM Department has invited the admitted students to a preunion, asking them to send a \$30 registration fee. The graduate students are helping with the event, scheduled for March 31/April 1. There will be an April 1 evening dinner at Kathy Kendall's home. D. Cai reported that the university has provided a new computer system to help graduate students, applicants, and departments keep track of files and progress toward degrees. T. Parry-Giles has posted a list of graduate advisors and students on the Department Web site.

f. Collegiate Council representative T. Parry Giles announced that the Council is looking at plans of organization and the online teaching evaluation experiment.

g. A. Wolvin reported that the Media Center equipment is on order and on schedule for installation.

h. E. Toth announced that the Grunig retirement dinner is set for April 16, 2005 at 7 p.m. at the UMUC Marriott Inn and Conference Center. Information about the event is on the Department website.

i. E. Fink announced that E. Toth is the new COMM Dept. Senator.

j. L. Aldoory announced that on April 22, there will be a risk communication colloquium with speaker, Caron Chess, Rutgers University. Her topic is "Environmental Communication." She will speak at noon. There will be a lunch reception afterwards.. Aldoory reported that she was a proposal contributor to the \$12 million Study of Terrorism grant given to the University of Maryland by the Department of Homeland Security.

Other Announcements

1. E. Fink announced that the APT Committee will meet on March 11, 18 and April 8 from 10 to noon. He will invite representatives from the new Center on Issues of Language and Culture to come to the COMM Departmental Assembly for a presentation on the Center.

2. E. Fink announced that the next Assembly meeting will be on April 1 at 10 a.m. The SAC committee will meet at 9:30 a.m. on April 1.

The assembly meeting was then adjourned.

Submitted by E. Toth

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m. to 11:05 a.m., April 1, 2005

PRESENT:

A. Wolvin, acting chair for the meeting; D.A. Cai; E. Toth; L. Waks; J. Klumpp; J. Grunig; L. Grunig; J. Banas; T. Parry-Giles; R. Gaines; M. Turner; M. B. Tonn.

1. Report on On-Line Teaching Evaluations

J. Klumpp presented a set of proposed policies on ownership and handling of data concerning the on-line student evaluations of teaching to begin at the end of the spring, 2005 semester. After discussion, the Assembly unanimously approved the following policies.

a. The Department of Communication assigns ownership of raw and summary data for each section, once generated, to the instructor of the section, reserving usage only for the purposes and by the entities indicated below. The Department of Communication retains ownership of summary data for the department and multi-section courses.

b. The purpose of data shall be exclusively the evaluation and improvement of teaching and courses.

c. Usage of the data is authorized by course supervisors, the chair of the department, and those participating in the appropriate Appointment, Promotion, and Tenure and graduate student review committees. Copies of data summaries may be added to the instructor's personnel file and appropriate evaluation files, subject to the restrictions of this policy.

d. Faculty members who own evaluation data have the responsibility to retain those data for the purposes indicated above as long as employed by the University of Maryland.

e. Under no circumstances can data for individual sections be posted online or otherwise made public without the written permission of the owner.

f. Violations of these guidelines by anyone involved in the collection, distribution, or interpretation of data from the course evaluations shall result in immediate suspension of the department's course evaluation program pending formal review and recommendation of its continuation by the Departmental Assembly.

J. Klumpp announced that there will be an April 8 noon meeting on how to encouraging the students in COMM classes to use the on-line evaluations.

2. Merit Pay Reporting

J. Klumpp recommended, because of the 2002-3 year when there was no merit pay, that Department of Communication colleagues provide a five-year review instead of a three-year review. There was discussion on the difficulty of interpreting the questions on the form and the need to set guidelines. However, the consensus of the faculty was to provide a three-year review. If people still wanted to add additional information, there was a space to do so.

3. Center for Advanced Study of Language

Joseph Danks, Director of Research for the Center for Advanced Study of Language, presented a summary of the center's objectives: to help foreign language competencies of government officials; to help develop competencies in less commonly taught languages; to study language use on the job; and to improve job performance through technology. He provided the faculty with copies of the Center brochure. Under a Department of Defense contract, the Center hopes to hire 10 researchers. It will invite the University of Maryland faculty to an April 20, 2005 luncheon to learn more about sponsorship of research projects. He described some Center projects as examples of current partnerships. Next steps for Department of Communication faculty to take are to attend the luncheon and talk with him about project ideas. Researchers may have to have security clearance to work in the Center.

The meeting was adjourned at 11:10 a.m.

Submitted by E. Toth

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m., May 6, 2005

PRESENT: E. L. Fink (Chair), E. Toth, L. Waks, J. Klumpp, D. Cai, L. Grunig, T. Parry-Giles, M. Turner, J. Banas, C. Harper, K. Carr, R. Gaines, J. Grunig, M. Tonn, J. Gowin.

1. The Assembly approved the agenda as presented.
2. The Assembly approved the March 4, 2005 and the April 1, 2005 minutes.
3. Comments of the Chair.

E. L. Fink announced that the Department received access funds of 98% of what it had received last year; however, the budget included \$100,000 hard money. He will recommend that some of this money be used for faculty hires. He presented a chart showing the projected downturn in summer money and encouraged faculty to announce summer course offerings to their students. E. L. Fink reported that on salaries, there would be a 1.5 percent cost of living raise and a merit pool of 1.75% of funds given for department distribution. He concluded that the budget for the coming year would be tighter because of the reduction anticipated in summer money. E. L. Fink reported that there would be office moves over the summer. J. McCaleb was moving to Curriculum and Instruction full-time. E. L. Fink reminded faculty to complete their travel request forms and also forms concerning paid and unpaid significant outside professional activities. He noted that if faculty had requests to fund colloquia or other programs, he needed proposals by May 20, 2005. M. Turner will do a proposal for the Department Colloquium Series and S. Parry-Giles will do a proposal for the Voices of Democracy Project. E. L. Fink reported that the College had proposed funding a new initiative on studying the Middle East. Possible additional educational initiatives that will get funding are for an artist-in-residence program and for Honors programs. Faculty should remind their students to do the on-line course evaluations. E.L. Fink announced that Department colleagues had received four grants that will support four graduate assistant positions. L. Aldoory, Director of the Center for Risk Communication Research, will receive a JIFSAN grant, a bioterrorism JIFSAN grant, and a Terrorism Center grant. S. Parry-Giles and R. Gaines received a Voices of Democracy Project Grant of \$195,100. E.L. Fink asked for two faculty volunteers to attend Commencement. M. Turner and J. Banas volunteered to attend. E. L. Fink announced that the Department APT Committee recommended that graduate students will not be eligible to be full-time lecturers until they had successfully defended their dissertations. He'd received two emails objecting to this stance. K. Carr agreed to discuss this position with the graduate students and have a report for the fall Assembly agenda.

4. The Assembly viewed a presentation by Peter Eichman on the start-up of an ARHU on-line calendar. This calendar will provide monthly and daily college events, campus events and planning events.

5. The Assembly considered the revision of Department Appointment, Promotion, and Tenure procedures, approved previously by the APT Committee. After discussion, the Assembly approved unanimously the revisions as amended. One amendment was to reorder under Section V., A. Research, and the dimensions in evaluating research as: “significance, scope, originality, discipline, originality, quantity, continuity, coherence and progression.” This re-ordering was done without any claim as to what the order is telling us.

6. J. Klumpp recommended two policies on course evaluations. The Assembly approved the first policy on “notice of insufficiency,” with one abstention and two amendments. These amendments replaced the word “valid” with the word “rigorous” and deleted the middle sentence. The Assembly approved the second policy on inclusion in the course evaluation system, with the change of the word “must” to “may” in the last sentence.

7. T. Parry-Giles announced that there would be a student awards recognition event on May 13, 2005 at noon on the Skinner Building patio. There will be food. He encouraged faculty members to make more nominations next year for these awards.

8. Other reports

- a. Graduate Director D. Cai announced that the Department had admitted 17 new graduate students. E. L. Fink noted that the Assembly had been receiving new policies of the Graduate Council, including the cost of 1 dissertation credit. If colleagues have questions about this policy change, they should email D. Cai or E. L. Fink.
- b. L. Waks announced that a June Buteau undergraduate scholarship award had been selected and will be presented on May 13, 2005 at noon, with the graduate student awards. Faculty should attend the Departmental commencement on May 22, 2005 at 4 p.m. in Ritchie Coliseum. The speaker will be Bob Dorfman.
- c. C. Harper reported that she had four applicants for the Shady Grove Program and several others are interested.
- d. J. Gowin reminded faculty that she needed faculty bios. Also, there is a new logo for the 150th University anniversary celebration. The University is seeking names of Nominees for the 150 outstanding graduates for a book.
- e. T. Parry-Giles asked faculty to send items for the newsletter, as well as any updated Web site information.
- f. E. Toth reported that the Grunig Retirement Dinner was extremely successful, netting a much needed alumni list.

- f. M. Turner asked for suggestions for the next colloquium series. She also reminded faculty to read the Human Subjects Review Committee policy Changes that have been made.

The meeting was then adjourned.

Submitted by E. Toth