

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m., August 24, 2005

PRESENT: E. L. Fink (chair), S. Bowen, D. Cai, K. Carr, R. Gaines, C. Harper, J. Klumpp, M. Liu, Neil Mansharamani, A. Nicotera, S. Parry-Giles, T. Parry-Giles, D. Payne, N. Tindall, M. Tonn, E. Toth, R. Toth, L. Waks, J. Whitney, A. Wolvin,

1. The agenda was approved by acclamation.
2. The minutes of May 6, 2005 were approved unanimously.
3. Meina Liu was elected Secretary of Departmental Assembly by acclamation.
4. Chair's comments:
 - A. The chair introduced four new faculty members to the Assembly: Shannon Bowen, Meina Liu, Anne M. Nicotera, and Seong-Hun Yun.
 - B. Three candidates were interviewed for a staff position at the Business Center. The position was filled by Sarah Gebremicael in September.
 - C. Significant progress has been made on renovating the media center, which is operating under the supervision of A. Wolvin.
 - D. As enrollment is down, there is an expectation of a significant drop in summer support.
 - E. Six courses need to be taught in the Shady Grove Program in 2005-06, three in the fall and three in the spring. In the academic year 2006-07, these numbers will double (i.e., six in the fall and six in the spring). Faculty members who are interested in teaching at Shady Grove in the spring semester or the 2006-07 academic year are encouraged to inform the chair of their interest.
 - F. There will be three faculty tenure-track searches for positions beginning August, 2006, two regular searches in public relations and social influence/intercultural and one senior search in rhetoric and political culture.
 - G. In a recent survey of communication doctoral programs conducted by the National Communication Association, our department was ranked top ten in three research specialties.

- H. This is a remarkable year for placement of our graduate students. A dozen secured positions, some of which were very impressive. A. Wolvin added that the placement of our undergraduates has also been phenomenal this year. The chair suggested that data be collected regarding undergraduate placement.
 - I. The chair asked for two faculty volunteers to attend Commencement. M. Tonn and A. Nicotera volunteered to attend.
 - J. The chair provided an overview of the policy regarding the research stipend for tenured faculty and encouraged faculty to apply.
 - K. Graduate travel support for conference presentation increased from \$250 to \$300 this year. The department will support two trips by faculty members at \$375 this year (i.e., \$750 in total), which is 25% higher than last year (i.e., \$600 in total).
5. The Assembly reviewed the APT recommendation regarding lectureships for departmental graduate students. After discussion, D. Cai moved K. Carr's recommendation that (a) only ABDs will be considered for lectureship, and (b) ABDs could receive a lectureship for one year only unless they successfully defended their dissertation, when they could renew their lectureship. T. Parry-Giles and M. Tonn seconded. J. Klumpp moved to refer K. Carr's motion to the Graduate Studies Committee before the issue is revisited by the Assembly. A. Wolvin seconded. After further discussion, R. Gaines moved that the Graduate Studies Committee and the Faculty Advisory Committee conduct an expeditious review of the issue simultaneously and report back to the Assembly ASAP. A. Wolvin seconded R. Gaines's motion, which was approved unanimously.
 6. Representatives from the Undergraduate Technology Apprenticeship Program came to announce that the Department of Communication is one of the three academic departments in the College of Arts and Humanities that are collaborating with UTAP in sponsoring a UTAP training seminar for undergraduates (sophomores and juniors). Students who successfully complete the seminar will be matched with interested faculty for the upcoming Spring semester and assist the faculty with Web-based instructional materials or other information technology projects that the faculty member initiates. The deadline for faculty to submit application for participation in the program is November 1.
 7. J. Klumpp requested that the Department set up an inventory of all communication videotapes owned by faculty; A. Wolvin informed the Assembly of the new equipment (e.g., video recording and editing equipment) in the media center. A. Wolvin suggested that we need a grant writer to get more instructional resources. E. L. Fink added that we need a grant (or at least demonstrate attempts to get grant) to have a full-time staff position to run the media center.

8. The Assembly discussed the formation of search committees. M. Tonn moved that the search committee as approved by the chair be split into two committees. The motion was not approved.
9. S. Bowen, R. Gaines, and A. Wolvin were elected to serve on the Faculty Advisory Committee.
10. Other reports:
 - A. Graduate director D. Cai asked faculty in different areas to update the departmental Web sites and present up-to-date information about our program.
 - B. Social Fund chair S. Bowen announced that we have so far secured \$1,099.
 - C. E. Toth is serving on the Academic Procedures and Standards Committee of the College Park Senate for a two-year term ending 2007.

The meeting was adjourned at 12:00 noon

Submitted by M. Liu

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m. October 7, 2005

PRESENT: E. L. Fink (chair), J. F. Harris (dean), L. Aldoory, J. Banas, S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, K. Kendall, J. Klumpp, M. Liu, A. Nicotera, M. Tonn, E. Toth, M. Turner, L. Waks, A. Wolvin,

1. The agenda was approved.
2. The minutes of August 24, 2005 were approved.
3. The chair introduced to the Assembly a new staff member, Sarah Gebremicael, Business Services Specialist.
4. Comments by Dean James F. Harris.
 - A. As J. Harris continues his ninth year as Dean of the College of Arts and Humanities at the University of Maryland, he wants to hear what things and issues concern faculty in the Department of Communication. Dean Harris first clarified three issues that currently concern the College: (a) the internal allocation of the budget as approved by the provost, (b) the optimal size of the graduate programs as well as assessments that help to make such decisions (e.g., percentage of graduate students with financial aids, retention rate, completion rate), and (c) the quality of the undergraduate education as well as data that help to make such assessment (e.g., retention rate, first-year retention rate, graduation rate, relationship building with faculty members).
 - B. After the faculty were introduced to Dean Harris, R. Gaines asked him whether given the current circumstances (e.g., allocation of faculty lines and graduate students), in the future the College would be able to direct resources to the department, and if so, how fast that would be. Dean Harris replied positively to the question and emphasized that internal allocation of the university-approved budget would be totally open and one premier criterion is the excellence of individual programs. He also pointed out that the Indirect Cost (IDC) return and summer programs would be in favor of the departments that have large numbers of external research grants and do successfully in summer programs. The Department of Communication, in Dean Harris's eyes, has been successful in these endeavors. R. Gaines stressed that the department's chief strategy is to emphasize quality and achieve excellence.
 - C. The faculty clarified to Dean Harris that junior (assistant-level) and senior (associate and full) professors in the Department of Communication do not differ in their teaching loads and emphasized the fact that everyone on the faculty has to teach a lot given the current faculty-student ratio. A. Wolvin added that the service burden on individual faculty members is huge and asked Dean Harris whether there was hope in getting support for more staff members. Dean Harris replied that this would be an internal allocation issue

that's up to the department.

- D. D. Cai expressed her concerns regarding the graduate program learning outcome assessment (e.g., reviews of graduate students' progress), particularly in terms of workload. Dean Harris stated that although we didn't have choice but to conduct the assessment on a regular basis, there are two things we should keep in mind: First, we need to make sure everyone knows whatever is measured is not the only thing we measure, and second, we need to find alternative measures (e.g., what our peer institutions such as the University of North Carolina and the University of Michigan are measuring).
- E. M. Turner commented on the necessity of having research facilities for obtaining external research grants (i.e., everything else being equal, grant agencies tend to give grants to those who are well-equipped) and asked Dean Harris to provide advice on this issue. Dean Harris said that the DRIF money should be spent on research facilities. In addition, faculty could also ask the department to put some money into facilities as part of the graduate program. D. Cai and E. L. Fink added that the department has been short of space (e.g., four faculty offices will need to be emptied next year to accommodate four incoming faculty members). Dean Harris stated that this is an important but not-uncommon issue.
- F. A. Wolvin asked Dean Harris to comment on faculty salaries. Dean Harris said that the average faculty salary in the University of Maryland is currently on the 68th – 69th percentile of AAU public universities (with UC – Berkeley and UCLA at the top). (It was not clear if the comparison was restricted to Arts and Humanities colleges.) A. Nicotera asked Dean Harris to comment on the relationship between salary and cost of living. Dean Harris said that this is a major issue, particularly in terms of full professor recruitment.
- G. K. Kendall asked for Dean Harris's views on whether the size of graduate programs is likely to increase or decrease. Dean Harris stated that the presumption is that the number of graduate students is going to decrease. However, he also added that this is not a simple issue as it concerns how many graduate students can be supported financially and at what level. In other words, the number could go both ways; if the current size is believed to be the optimal size, that is okay. D. Cai asked Dean Harris to clarify this issue in terms of the number of M.A. versus Ph.D. students. Dean Harris mentioned the prospect of having professional M.A. students as a means of obtaining financial resources. According to Dean Harris, space has always been a challenge, but he has never had problems so far.
- H. After Dean Harris left, K. Carr expressed her concerns about the size of graduate programs. D. Cai clarified that many of the issues that concern other departments have been tackled by our department very effectively. Given that we have been doing very well (e.g., we have been able to provide financial aid to 100% of our graduate students; we have a high retention rate), the decrease won't happen to us.

- I. R. Gaines suggested that our departmental newsletters be available to all academic units on campus. E. Fink indicated that every administrator on campus gets our academic newsletters.
 - J. The chair emphasized that the Shady Grove program is a significant resource for us to get financial support. Therefore, we need to make every effort to make it successful.
5. The Faculty Advisory Committee and the Graduate Studies Committee reported back to the Assembly their respective recommendations regarding lectureships for departmental graduate students. Written reports were distributed. The two documents are consistent. Both committees recommended that departmental graduate students who have not successfully defended their dissertations not be eligible for lectureships. In addition, both committees recommended that applications for lectureships by people from other institutions should be treated the same way. D. Cai moved to accept the recommendations. M. Tonn seconded. After further discussion, the recommendations were unanimously approved.
6. S. Bowen, T. Parry-Giles, and A. Wolvin were elected to serve on the Salary Advisory Committee
7. Other Reports
- A. R. Gaines reported that the Faculty Advisory Committee is working with the Undergraduate and Graduate Studies Committees in preparing a Learning Outcomes Assessment (LOA) draft. The deadline for LOA to be ready is November 1.
 - B. L. Waks reported that the Commencement will take place at 1:00 p.m. Thursday, December 22. We have an estimated 65 students graduating and expect to have 200 students graduating in the Spring semester. L. Waks also reported that we have developed a reputation of having a very strong program at Shady Grove.
 - C. D. Cai reported that the Graduate School fair was taking place today (October 7th) in the Union. A number of our graduate students volunteered to assist. Our program attracted a lot more interested people than other programs. D. Cai also encouraged faculty who will be available on the morning of October 14th to talk to interested students. In addition, the Graduate School has announced a dissertation fellowship opportunity for doctoral students who will be graduating in May or August 2006. Nominations are due in the Graduate School by noon, Monday, November 7, 2005. D. Cai invites nominations and applications by faculty and graduate students. The Graduate Studies Committee is seeking information from the FAC to deal with the learning outcome assessments. Finally, D. Cai stressed that we still need Web rewrites. In particular, she encouraged faculty members who would like to update course information to contact the Graduate Studies Committee member in their area for getting approval of course(s) from the PCC.

- D. K. Kendall announced that the Maryland NCA Party will be held 7:00 p.m. - 9:00 p.m. Saturday, November 19. Although reservations with NCA have been made, they have not selected a hotel yet. K. Kendall will inform the faculty of the location as soon as the information is available.
 - E. M. Turner encouraged faculty to use interpersonal influence tactics to get more graduate students to volunteer in colloquium-related activities (e.g., picking up and having breakfast or lunch with colloquium speakers). M. Turner is currently working on a one-day turnaround for IRB applications.
 - F. S. Bowen announced that we have a total of \$1,633 in the department's social fund. It has been decided that part of the money will be used to support two or three NCA departmental memberships for departments that were affected by Hurricane Katrina.
 - G. J. Klumpp, chair of the University Library Council for the next three years, announced that the library is currently moving to on-line journals. He encouraged faculty to provide feedback on ways in which this transition is doing well or not doing well.
 - H. L. Aldoory announced that this is the last year for the Center for Risk Communication Research to be funded by the current grant. Therefore, fund-raising (i.e., grant application) initiatives are under way.
 - I. A. Wolvin reported that the media center is running with the assistance of some graduate and undergraduate students and he suggested that the center needs someone who could do the job full-time. A. Wolvin also encouraged faculty to apply for participation in the UTAP program.
8. Additional new business.
- M. Turner reported that the participant pool has been moved on-line. Expect to get an email from Monique about how this process will work.

The meeting was adjourned at 12:00 noon.

Submitted by M. Liu

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m. November 4, 2005

PRESENT: E. L. Fink (chair), L. Aldoory, J. Banas, S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, K. Kendall, J. Klumpp, M. Liu, A. Nicotera, S. Parry-Giles, T. Parry-Giles, M. Tonn, E. Toth, M. Turner, A. Wolvin

1. The agenda was approved.
2. The minutes of October 7, 2005 were approved with corrections, as follows:

M. Turner reported that the participant pool is going to be moved on-line, but has not been moved yet as of October 7.

The recommendations made by the Faculty Advisory Committee (FAC) and the Graduate Studies Committee (GSC) on lectureships for departmental graduate students will be appended to the minutes of October 7, 2005.

3. Comments by the chair
 - A. Concerns were raised about what would happen to the recommendations made by the FAC and the GSC regarding lectureships for departmental graduate students. The chair stated that within the budget the department has, the policy will be implemented.
 - B. Instructional workload data were provided to the faculty. The fact that the Communication faculty has been over-worked but under-funded was discussed. The chair mentioned that there has been some recognition of the problem at the college level and resources were allocated to us as a result (\$100K added to the base budget and receipt of additional faculty lines).
 - C. Faculty who are interested in teaching (a) Winter 2006, (b) Summer 2006, (c) honors courses in 2006-2007, and (d) a comedy and humor course in Fall 2006 were encouraged to contact the chair.
 - D. Twelve courses need to be taught in the Shady Grove Program in 2006-07, six in the fall and six in the spring. The chair encouraged interested faculty to contact him.
 - E. The persistent problems with the copy machines were discussed. M. Tonn suggested that we get a second copy machine at the other end of the hallway.
 - F. The Graduate School published a new handbook for graduate students and graduate advisors. The chair will order hard copies of the handbook for interested graduate faculty.

4. Comments by the new administrators of the Maryland Institute for Technology in the Humanities (MITH).

Neil Fraistat, Professor of English & Acting Director, came to inform the Communication faculty of the opportunities and resources available in MITH. According to Professor Fraistat, MITH provides financial support and technological counseling to faculty and graduate students for research projects that involve the use of technologies. A dissertation fellowship is now available to support graduate students who conduct dissertation research on new media in humanities. The fellowship is designed to provide full support for one semester, including benefits, along with \$1,000 for travel to conferences where dissertation research is presented. Applications are due at MITH by noon Monday, December 5, 2005 (for Spring 2006). Professor Fraistat also invited Communication faculty and graduate students to attend the MITH brown bag sessions. Details about MITH can be found at www.mith.umd.edu. Questions may be directed to fraistat@umd.edu.

5. O. Fandino distributed faculty time reporting forms. Faculty need to complete these forms on a monthly basis and put them in a departmental mailbox that is specially identified for submission of these forms. The time reports will be reviewed and signed by the chair before they reach O. Fandino.

6. M. Tonn suggested that a paradigm shift be made with regard to departmental service. The Faculty Advisory Committee will make recommendations to the chair regarding ways of addressing this issue, involving conversations among the faculty.

7. Other Reports

- A. R. Gaines reported that FAC members were working on LOA (learning outcomes assessments).
- B. D. Cai reported that the Graduate Students Open House would be held at NCA in Boston on Thursday 2:00 p.m. – 4:30 p.m. She reminded faculty and graduate students to fill out a travel form before they went to NCA. She also encouraged faculty to get the forms for graduate student fellowship applications from Bonnie.
- C. K. Kendall reported that eight graduate students were working on the NCA Party Committee. Approximately 1,800 invitations were sent out to alumni and friends this year. A sign-up sheet was passed around for those who planned to attend NCA. The university logos and paper invitations would be placed in mailboxes on the Monday prior to NCA. Three cameras would be available at the party and faculty were encouraged to take pictures while attending the party.
- D. M. Turner reported that a practice session would be held at 6:30 p.m. the following Wednesday for graduate students who were presenting at NCA. She also announced that IRB approval is no longer needed for analyzing existing data sets if the identity of respondents is not part of the data.

- E. J. Gowin reported that \$5,000 was donated by Ketchum, Inc. to support the *comm@maryland* newsletter.
- F. T. Parry-Giles reported that the Collegiate Council was discussing DRIF money allocation. Faculty who have concerns were encouraged to talk to him.
- G. E. Fink thanked all who have participated in the searches and do service to he department every day.

The meeting was adjourned at 11:45 a.m.

Submitted by M. Liu

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m. February 3, 2006

PRESENT: E. L. Fink (chair), S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, J. Klumpp, M. Liu, A. Nicotera, S. Parry-Giles, M. Tonn, E. Toth, M. Turner, L. Waks, A. Wolvin,

1. The agenda for today's meeting was approved.
2. The minutes of the November 4, 2005 meeting was approved.
3. Comments by the chair
 - A. E. L. Fink announced that the Faculty Activity Reports (FAR), which will be used by the Salary Advisory Committee (SAC) to make recommendations regarding merit pay by April 15, need to be submitted by March 15. Other materials that need to be submitted for the SAC's review include a current C.V. and a three-year professional report; that information, along with the FAR, is due March 31.
 - B. E. L. Fink reported that the response rate of the on-line course evaluations decreased this fall as compared to last spring. The validity of the course evaluations was discussed. J. Klumpp shared his observation of getting a much higher response rate (87%) from paper and pencil evaluations than from the on-line method (49%).
 - C. E. L. Fink reported that the enrollment for the summer sessions went down, but our revenue has been stable because the Provost has taken significantly less money from summer school.
 - D. E. L. Fink reminded the faculty that we are required to offer two honors courses. He encouraged interested faculty to contact him.
4. R. Gaines reported that the Faculty Advisory Committee (FAC) has worked out a procedure to explore and recommend ways of modifying and reallocating faculty workload. The procedure includes designing a survey for the faculty to respond to regarding workload (activities engaged in, % of work time a week to do each activity, and what is believed to be an ideal commitment to each activity). Disparities between what faculty members do and what they believe to be an ideal level and structure of professional effort will be explored.

On behalf of the FAC, R. Gaines provided recommendations to the Chair regarding

faculty search procedures. The FAC believes that the current search procedure that our department is following is not the default University procedure which is more efficient and can save faculty time. R. Gaines discussed in details how the departmental procedure differs from the University procedure. Essentially, the FAC proposes that we follow the University procedures for doing faculty searches. E. L. Fink suggested that we solicit the Departmental Assembly's views on this issue and discuss it in the next Assembly meeting. D. Cai added that we should keep the discussions open to graduate students and solicit their views on the role that they see themselves playing in the search process.

5. Other Reports:

- A. D. Cai solicited the faculty's feedback on the date for the Preunion with prospective students. The Graduate Studies Committee (GSC) will keep the faculty informed of the date later. D. Cai reported that we have received 164 graduate applications as of February 3. She added that there has been a push from the Graduate School to implement annual evaluations of graduate students and the GSC is making effort to make the review process as streamlined as possible.
- B. J. Klumpp reported that the University library reviews current periodicals every three years. He has emailed the faculty a list of current communication serial review journals earlier today (February 3). The faculty was encouraged to read his email and check with him about questions or concerns.
- C. M. Turner reported that only two colloquium talks were scheduled for this semester, one by Dr. Jon Nussbaum on April 7 and the other by Dr. Dan Canary on May 5. In addition, a brown-bag talk was scheduled to be given by Dr. George Barnett on February 10. She added that IRB reviews are moving along. She has set up a special email address to correspond with the faculty and graduate students on IRB-related issues.
- D. The University system has created incentives to increase enrollment this year. Departments that do not have too many students will receive \$10,000 for each additional student it enrolls, which will become permanent if the department's level of enrollment remains in the second year. Given the number of students we currently have, we may not qualify for this incentive on campus, but we may qualify for it at Shady Grove.
- E. L. Waks reported that May commencement is scheduled for 9:00 a.m. on Monday, May 22. 175 undergraduates are expected to graduate in May.
- F. E. Toth reported that the Senate met in November. Discussions were held on student absence due to religious reasons. It will be the students' responsibility to notify faculty of their leave. What C- and A+ mean to undergraduate students in the new GPA system is not yet clear.

- G. A. Wolvin reported that the Media Center is running well and we have got wonderful students working there. He encouraged the faculty to use the library or the conference room for meetings that do not involve technology in order to increase flexibility in the Media Center.

6. Other Announcements:

- A. E. L. Fink announced that a departmental internal self study will be held in Spring 2007, followed by an external departmental review in Fall 2007. The chair review or chair search is likely to happen in the Fall of 2006.
- B. E. L. Fink announced that the FAC will meet on February 17 and the APT Committee will meet on February 10 and February 24.

The Departmental Assembly meeting was adjourned at 12:00 noon.

Submitted by M. Liu

DEPARTMENTAL ASSEMBLY MEETING
10:00 a.m. April 7, 2006

PRESENT: E. L. Fink (chair), S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, C. Harper, J. Klumpp, M. Liu, A. Nicotera, S. Parry-Giles, T. Parry-Giles, M. Tonn, M. Turner, L. Waks.

1. The agenda for today's meeting was approved.
2. The minutes of the February 3, 2006 meeting was approved with corrections for clerical errors.
3. Comments by the chair.

The department has received a record number of requests by people (particularly from other countries) who want to visit the university and be associated with our department. Some of these individuals have made requests to several members of our faculty, who may have responded without knowing about either the responses that others have made or the relevant university policies. E. L. Fink suggested that we standardize the procedures of responding to these requests. He has prepared, with the help of IES and the Graduate School, and in consultation with our graduate director, D. Cai, a standard response letter to these requests, which may be modified as circumstances require. Future requests of this nature should be directed to the Chair, who will coordinate between interested individuals and faculty members who are willing to work with them. This procedure was accepted by the Departmental Assembly.

4. Faculty Advisory Committee

A. R. Gaines reported that the Faculty Advisory Committee has conducted a study to investigate whether there is a significant difference between the amount of time faculty members report spending on research, teaching, and service and what they believe to be an ideal level of professional effort. Based on results from the study, FAC recommended to the Chair that a departmental conversation on workload be held on May 5, 2006 at 8:30 a.m. - 12:00 noon to generate ideas about modifying and reallocating workload. E. L. Fink added that the conversation will likely be held in the Dean's conference room, which has larger space. In addition, Laura Scott has agreed to facilitate the conversation and conduct in-depth interviews with individual faculty members. All voting faculty will be invited to the conversation. In the meantime, the FAC will contact the Undergraduate Studies Committee and the Graduate Studies Committee to get their opinions on streamlining the process.

B. R. Gaines reported that the FAC is in the process of reviewing the Strategic Plan. The review is intended to provide us a sense of where we are with regard to the Strategic Plan. The review report is due to conveners and directors on Monday, April 24. M. Tonn suggested that we take a look at how our aspirational peers are conducting their programs, structuring their workload, etc. R. Gaines said that this is exactly the sort of questions we want to discuss in the May 5 departmental conversation. E. L. Fink added that in addition to the May 5 conversation, we may need to have an additional Departmental Assembly to discuss these issues.

C. The FAC looked at the issue of departmental information dissemination and recommended that information related to fiscal opportunities should receive a high priority for distribution. R. Gaines announced that anything that is submitted for graduate student awards by 12 noon on April 15 will be accepted. He encouraged faculty members to submit the materials electronically on the 15th and follow the standard procedures before the 15th.

D. The FAC recommended to the Chair that we follow the University policy regarding faculty search procedures. Specifically, once a job position is approved after some preliminary negotiation between the chair and the dean, the chair appoints a search committee, specifies recruiting criteria, refines the job description, and sends it out. Subsequently, the search committee reviews, selects candidates for interviews, decides on the interview elements and performs any other search duties. After the chair receives a report from the search committee about the candidates, he will pick up a person from the pool and make the offer. The Departmental Assembly voted by secret ballot. The recommendation was passed with 7 ayes and 2 nays.

5. The policy on use of the media laboratory proposed by A. Wolvin was reviewed by the Departmental Assembly. The faculty was encouraged to share any additional concerns that may arise in the future.

6. C. Harper distributed a report on activities at Shady Grove, which is attached.

E. L. Fink announced that faculty members will be paid \$6,000 per course for teaching at Shady Grove. Interested individuals were encouraged to talk to him.

7. Other Reports:

A. D. Cai reported that the graduate admissions were nearly done. 14 new admittees attended the Preunion this year, in addition to 4 returning students. We are still waiting to hear from 9 students. Recommendations from the Graduate Studies Committee regarding ways of simplifying the process of scheduling M. A. and Ph. D. committee meetings were placed in faculty members' mailboxes. Faculty members were encouraged to provide feedback before these recommendations are reviewed in the GSC's next meeting.

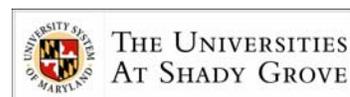
- B. The next colloquium talk (by Dr. Dan Canary, entitled “Does Fairness Affect how People Maintain Their Relationships”) is scheduled for Friday, May 5.
- C. S. Bowen solicited the Departmental Assembly’s feedback on ways of spending part of the social fund. \$400 (in cash) will be donated to Lan Ni. She and her husband had a car accident last December.
- D. J. Klumpp reported that, based on the recent library review of current periodicals, there is not likely to be a cut in the Communication journals. He has identified a group of journals (i.e., highly priced but of marginal use) that is vulnerable to be cut in the future. He added that our professional associations are now contributing heavily to the problem of journal inflation that is causing serial cuts.
- E. S. Parry-Giles reported that the Center for Political Communication and Civic Leadership has received approval from the NIH to create an online journal *Voices of Democracy*. The first issue of the journal will be published in 2008. The journal accepts research that is conducted using either rhetorical or experimental approaches.

8. Other Announcements:

- A. E. L. Fink reminded the faculty that April 28 is the deadline to submit bios for the departmental newsletter *comm@maryland*. M. Tonn suggested that we also send the newsletters to top-notch undergraduate universities and master’s programs to attract potential applicants. Individual faculty members were encouraged to generate a list of undergraduate and graduate programs they want the newsletter sent to.
- B. O. Fandino announced that open enrollment was scheduled for July 1, and E. L. Fink announced that the Commencement was scheduled for Monday, May 22 at 9:00 a.m.

The Departmental Assembly meeting was adjourned at 12:00 noon.

Submitted by M. Liu



Shady Grove March Report

Program Milestones

- Marie Sestakova completed Buteau Scholarship application
- 4 Shady Grove students attended Shady Grove Student Leadership Conference
- 2 students confirmed in summer internships
- Batool Shaikh hired as part time employee at Shady Grove library
- 3 students attended Learning Enhancement Services speed-reading workshop
- Learning Enhancement Services test-taking workshop confirmed for this semester
- Tentative courses proposed for 06-07 academic year are as follows:

<i>Fall 2006</i>	<i>Spring 2007</i>
COMM 400 - Research Methods in Communication	COMM401 - Strategic Discourse
COMM 402 - Communication Theory & Process	
COMM424 - Complex Organizational Communication	
COMM 482 - Intercultural Communication	

Promotional Activities

- March 2nd Howard Community College Transfer Fair
- March 2nd & 14th Communication Information Sessions
- March 7th MC Takoma Park Transfer Fair
- March 9th MC Germantown Transfer Fair
- MC Rockville Bi-Weekly Campus Recruitment Visit on March 28th
- Letters & Sciences prospective student postcards mailed
- Full page Howard Community College advertisement placed

Current Students

- 25 current students (3 new admits)

Prospective Students (Fall Applicants)

- 12 students (total applicants)

In the Works

- MC prospective student postcard mass mailing
- Recruit students to attend Access2Alumni
- Shady Grove Open House recruitment
- Course packets for in-class promotion presentations

DEPARTMENTAL ASSEMBLY MEETING

2:15 p.m. May 5, 2006

PRESENT: E. Fink (chair), S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, J. Klumpp, M. Liu, S. Parry-Giles, M. Tonn, M. Turner, L. Waks, A. Wolvin.

1. The agenda for today's meeting was approved.
2. The minutes of the February 3, 2006 meeting was approved with corrections:

O. Fandino announced that open enrollment was scheduled for May and June. The plan will take effect on July 1.

3. E. Fink encouraged the Communication faculty to apply for both the DRIF travel funds and the DRIF conference funds. The applications are due on June 2nd. As the Spring semester draws to the end, students should be reminded to complete their online course evaluations.

4. D. Cai presented recommendations from the Graduate Studies Committee on graduate policy changes. The Departmental Assembly amended the procedure regarding constructing the Plan of Study. R. Gaines made a substitute amendment to delete the requirement of COMM 602 altogether for both the M.A. and Ph.D. programs. The substitute amendment was approved. The faculty voted to support the proposal as amended. The approved proposal is attached to the minutes.

The Departmental Assembly discussed procedures for review of graduate student progress proposed by the Graduate Studies Committee. The issue will be revisited in the Fall semester.

5. R. Gaines reported that a draft review of the strategic plan will be compiled from contributions by each of the departmental venues (Research Areas: intercultural communication, persuasion and social influence, public relations, rhetoric and political culture; Academic Programs: graduate program, undergraduate program; Chair's Office, and Research Centers: Center for Political Communication and Civic Leadership, Center for Risk Communication Research). This draft will be examined by the members of the Faculty Advisory Committee, and the committee will determine whether it wishes to comment on the draft. Once this determination is made, comments (if any) will be appended to the draft, and the committee's review of the Strategic Plan will be forwarded to the department chair.

Graduate students awards will be presented at the departmental luncheon scheduled for 12 May 2006.

6. Other reports:

- A. L. Waks reported that the Commencement will be held at 9:00 a.m. on May 22. Faculty members should be there by 8:30 a.m. This year 200 undergraduate, 8 M.A., and 4 Ph.D. students are expected to graduate.
- B. E. Fink reminded the regular faculty to send bios to Julie Gowin for the department newsletter *comm@maryland*.
- C. S. Bowen reported that \$400 from the Social Fund was donated to Lan Ni, who had a car accident last December. Flowers were sent to staff to celebrate Staff Appreciation Day.
- D. M. Turner reported that the Center for Risk Communication Research has secured a grant (\$30K) from JIFSAN. It has submitted a proposal to HRSA for a \$1 million grant, and is expecting to hear about the proposal by the end of August.

The Departmental Assembly was adjourned at 4:15 p.m.

Submitted by M. Liu.