

DEPARTMENTAL ASSEMBLY
Minutes – Number 2

August 25, 2006
9:00 a.m.

PRESENT: E. L. Fink (chair), L. Aldoori, bj Altschul, S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, J. Gowin, C. Harper, K. Kendall, J. Klumpp, M. Liu, A. Nicotera, N. Ofulue, S. Parry-Giles, T. Parry-Giles, T. Reimer, S. Sun, D. Tell, M. Tonn, E. Toth, R. Toth, M. Turner, L. Waks, A. Wolvin.

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (May 5, 2006) was approved with corrections to be made (Action item).
3. U. Ströh was elected Secretary of the Departmental Assembly.
4. Comments by the Chair:
 - E. Fink introduces new staff to the department:
bj Altschul; Lisa Corrigan; Mark Kuhn; Nneka Ofulue; Torsten Reimer; Shaojing Sun; Ursula Ströh; Dave Tell; Diana White.
 - Winterterm teaching – let E. Fink know about teaching at Shady Grove - 5 courses have to be taught each semester.
 - Faculty searches; We have three searches approved. The dean is interested in starting a research center with a focus on Middle Eastern studies. Even though we don't have a focus in this area we might get a communication person. E. Fink discussed the possibility of a new colleague from the Department of Art.
 - The National Research Council Survey of Doctoral Programs will take place this Fall. Policy guidelines are ambiguous. People outside of the Department (affiliate faculty) could be included and counted with our program. The Departmental Assembly discussed the different subcategories of the discipline. There will be a broad category of Communication with subcategories that are not of great significance.

- Faculty attendance at university commencement: We need to have two departmental faculty members represented (December 20). L. Waks and M. Turner volunteered.
- Undergraduate technology apprenticeship program: There were four faculty applications from the Department, which were rejected. However, two students will be hired for 10 hours per week each per semester assigned to the department. They should be doing activities related to projects. Faculty are asked to list their interest.
- Office space is still a problem, especially for the doctoral room and the adjunct room. 0109 and 0109A Skinner might be available for us in December. This will be more critical in the next year.
- Activities for the 2006-2007 academic year (Information items attached).
- The Department discussed the advantages and disadvantages of the limited enrollment program. R. Gaines noted that it is not necessarily a negative point. In the short term it might be a crisis but over the long term it can help the Department to grow.

5. Departmental assignments, standing committees and functions (as currently assigned) (Information item):

ADMINISTRATIVE OFFICERS:

- | | |
|--|--------------------|
| a. Chair: | E. L. Fink |
| b. Director of Graduate Studies: | M. B. Tonn |
| c. Director of Undergraduate Studies: | L. Waks |
| d. Webmaster: | T. O. Reimer |
| e. Equal Education Employment Officer: | D. A. Cai |
| f. Library Liaison: | J. F. Klumpp |
| g. Supervisor of Audio-Visual Services: | A. D. Wolvin |
| h. Outreach Coordinator: | J. S. Gowin |
| i. Honors Coordinator: | L. Waks |
| j. Secretary of Departmental Assembly: | U. Stroh |
| k. Director, Center for Political
Communication and Civic Leadership: | S. J. Pa rry-Giles |
| l. Director, Center for Risk Communication Research: | M. M. Turner |

COURSE SUPERVISORS:

- | | |
|----------|--------------|
| COMM107: | A. D. Wolvin |
| COMM125: | M. M. Turner |
| COMM200: | R. N. Gaines |

COMM220:	L. Waks
COMM230:	T. S. Parry-Giles
COMM231:	R. J. Toth
COMM250:	A. M. Nicotera
COMM324:	M. B. Tonn
COMM330:	T. S. Pary-Giles
COMM350:	E. L. Toth
COMM351:	E. L. Toth
COMM352:	E. L. Toth
COMM360:	S. J. Parry-Giles

OTHER FUNCTIONS:

Lambda Pi Eta Advisor:	L. Waks
Social Fund Chair:	S. A. Bowen
Public Relations Student Society of America Chapter Advisor:	R. J. Toth
Undergraduate Communication Association Advisors:	L. Waks & J. S. Gowin

STANDING COMMITTEES:

- a. Departmental Assembly: Departmental faculty (see definition, *Plan of Organization, II.A.1*), graduate student, staff member, undergraduate student
- b. Appointment, Promotion, and Tenure Committee: All tenured faculty
- c. Faculty Advisory Committee: Three faculty members elected by the departmental faculty
- d. Graduate Studies Committee: DOGS; at least 2 faculty members; graduate student
- e. Undergraduate Studies Committee: DOUS; at least 2 faculty members; undergraduate student, graduate student
- f. Human Subjects Review Committee: (only chair needed)
- g. Salary Advisory Committee: 1 full prof; 1 associate prof; 1 assistant prof or instructor or lecturer (on tenure lines)
- h. Grade Appeals Committee: at least 3 tenured faculty members
- i. Steering Committee of the Center for Political Communication and Civic Leadership: five voting members including graduate student

OTHER COMMITTEES:

Faculty Search Committees In process of appointment (D. A. Cai,

chair for PSI search; S. J. Parry-Giles, chair for RPC search; L. Aldoory, chair for Middle Eastern media search)

REPRESENTATIVES:

College Park Senator:

E. L. Toth

Collegiate Council Representative:

To be elected

COMMUNICATION GRADUATE STUDENT OFFICERS:

President:

D. A. Payne

6. Election of the Faculty Advisory Committee (Action item): The electors are only faculty members and only tenured and tenure-track members. E. Toth, T. Parry-Giles and M. Turner were elected to the committee.

9. Election of Collegiate Council Representative (Action item): Linda Aldoory was voted as representative and Shannon Bowen was voted as alternate member.

10. Other Reports (Information items).

Director of Undergraduate Studies

L. Waks: Departmental Commencement is 21 December at 1pm. Enrollment data (stable enrollment)

Coordinator of Undergraduate Program at Shady Grove

C. M. Harper: for Shady Grove, we hope to have 60 students

Outreach Coordinator

Internships are going well.

Media Center

Announcements and information for the newsletter can be sent to J. S. Gowin.

A. D. Wolvin: Andrew Miller will be the center coordinator. If anybody is interested or wants advice contact A. Miller.

Director of Graduate Studies

M. B. Tonn: New grading system is now on hold. Other recommendations are going through PCC. Committee meetings for MA and PhD will be Oct 14, 15, 22nd; and Feb 2, 9, 16th; and March 9, 16 and 30th. The NCA open house is on the Thursday of the conference.

NCA Party Chair

K. E. Kendall: Party of the conference

Social Fund Chair

on Saturday night Nov 18 at 7:30.

Good networking opportunity.

S. A. Bowen: Funds are depleted.

Contributions for social fund to S.

Bowen.

University Library Council & Library Liaison

J. F. Klumpp: The library asked for list of journals to cut. We are trying to protect our journals. If journals cannot be found full text online then they should not be cut.

Webmaster

T. Reimer: Home page to be organized.

PRSSA Chapter

R. J. Toth: PRSSA information. Friends and speakers to be honored by a reception. Let R Toth know if you are interested.

College Park Senate

E. L. Toth; Senate has not met this year so far.

Center for Political Communication
& Civic Leadership

S. J. Parry-Giles: New journal, *Voices of Democracy*.

11. Post-tenure review schedule. (Information item).

Fall, 2006: M. B. Tonn

Note that consideration for promotion takes the place of a post-tenure review.

12. There was no old or new business to report.

13. Fall semester meetings of the Departmental Assembly: Sept. 1; Oct. 6; Nov. 3; Dec. 1.

The Departmental Assembly was adjourned at 11:45 am.

Submitted by U. Ströh.

DEPARTMENTAL ASSEMBLY
Minutes of meeting 2

October 6, 2006
10:00 a.m.

PRESENT: E. L. Fink (chair), L. Aldoory, bj Altschul, S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, J. Gowin, C. Harper, M. Liu, A. Nicotera, T. Parry-Giles, T. Reimer, U. Ströh, S. Sun, D. Tell , E. Toth, R. Toth, M. Turner, L. Waks, A. Wolvin.

Apologies and not present: K. Kendall, J. Klumpp, N. Ofulue, S. Parry-Giles, M. Tonn

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (August 25, 2006) were approved.
3. Comments by Professor James F. Harris, Dean, College of Arts and Humanities:
 - Budget – We will get some state budget number back in late December, probably after the election. It is a bit of guess work at this stage, but it seems that our budget won't be cut.
 - At the President's retreat it was decided that a new campus strategic plan will be put together.
 - Money is being put into sponsored research and development.
 - Status of limited enrollment: The Dean does not think that it will be extended. He said that he will still try to negotiate for us, will get all the data, but can give no guarantees.
 - A. Wolvin expressed our concerns that we have space issues. The Dean says that if we would get space it would probably be only in 6-10 years. It will only be leveraged with big donors. He does acknowledge that we do need space and that it is a great problem.
 - The Dean expressed his priorities as: development, sponsored research, and running our programs like private universities. Tuition and marketing ourselves are major areas of concern. He noted that we lose students to private universities. We have to be careful of how we sell ourselves to students. We are trying to manage that. We have to have high quality programs and keep our class numbers down. The budget for our college has been reasonably stable but our numbers have gone up. We don't have a structure to redistribute money over faculties to follow student numbers. The Dean is fighting this imbalance and trying to plan better for the future.
 - Responding to a question from T. Parry-Giles, the Dean commented that summer programs and winter term have been redesigned to shift money to the departments. Same is happening with DRIF – sponsored research, but this is not a large amount. The big money is in tuition.

- A. Wolvin asked about how we could address development. The Dean answered that it would take time. But sponsored research can bring funds in sooner and this should be supported and managed more efficiently.
- T. Parry-Giles commented that the humanities are usually at a disadvantage. He asked whether other colleges have an officer to help them with sponsored research. The Dean responded that major programs (such as physics) do have support but possibly because they need it to manage their grants and sponsored research. He made it clear that this College would be willing to support that.
- The Dean supports our Shady Grove operation and commended the department on how it is taught and managed there. He acknowledges that we don't have enough faculty but noted that we have improved.
- After the Dean left the meeting Gaines mentioned that writing a research grant (applying for a grant) should be equal to a course. E. Fink responded that when untenured tenure track faculty apply for a grant the department would cover teaching, even if they don't get the grant. Tenured faculty get a research stipend of \$2000 if they do the same.
- We should look into creating a policy that significantly rewards faculty for applying for grants. We should explore every possible angle to get more research grants. A. Wolvin said that we should put more energy into sponsored research rather than into development.

4. Comments by the Chair:

- Winterterm teaching: We have our schedule done. We need more people teaching at Shady Grove in Spring.
- National Research Council Survey of Doctoral Programs: The questionnaire will come to us in regular mail. We will have to fill in the hard copy (at this stage). One of the major issues that we will be rated on is sponsored research that went through ORAA. Only ISI journals count.
- Office space: We are now sure that we will get the office space talked about in the last meeting. Next fall we will have to open up three current spaces on the second floor for new faculty. We have to make use of the new spaces given to us soon so that we don't lose it.
- Limited enrollment program: We have to do a report for April 2007. We are trying to get more data. Any ideas, arguments, or evidence that you think could be used to support our need for the LEP should be given to L. Waks.
- Sexual Harassment policy: If anyone approaches a faculty member, instructor, or staff member, and talks about sexual harassment then that person is required to report it. You cannot guarantee confidentiality but can guarantee discretion. T. Parry-Giles mentioned that it will discourage students to communication with faculty. One may send students to support structures on the campus. R. Gaines recommended that we go through the sexual harassment policies with students. He said that we have to take steps to prevent it.

Other information items:

5. Election of Salary Advisory Committee (Action item).

The Faculty Advisory Committee proposed the following individuals to serve on the Salary Advisory Committee: R. N. Gaines, T. O. Reimer, E. L. Toth. This was unanimously accepted by the Departmental Assembly.

6. Other Reports (Information items).

Faculty Advisory Committee	T. S. Parry-Giles: They have some items in the Plan of Organizationz that they want to clean up.
Director of Undergraduate Studies	L. Waks: Enrollment data – we are 657 majors, 41 at SG and 62 minors ; Commencement – December 21 at 1:00pm in Ritchie; Family Weekend – This is the third year that we will have a communication coffee. This year it will be on Sat from 9 to 10:30 at the Alumni Center. Everyone is invited to attend. T. and S. Parry-Giles are doing a presentation on the West Wing on Friday of the Family Weekend.
Coordinator of Undergraduate Program at Shady Grove	C. M. Harper: Shady Grove is going well and more people are being recruited. We had a good meeting with the library services. Report attached to the meeting notes.
Media Center	A. D. Wolvin: List has been put up on the door for use of the media center. There is a Scantron in the media control room. A. Nicotera said that she will work with a T.A. to help set this up. E. Fink comments that undergraduate students should not be left in that room unattended.
Director of Graduate Studies	M. B. Tonn: Has been doing recruitment in Atlanta. M. Liu and Sabine represented us at a graduate recruitment fair on the 6 th of October.
Social Fund Chair	S. A. Bowen: We have a balance of \$700.
PRSSA Chapter	R. J. Toth: Membership is up to 40 members. The chapter is planning an alumni event in November. It is looking at doing a safety campaign with campus police. Family caregiving – will plan an event. PRSSA event at Howard University. The first field trip to Ketchum – 15 students attended. We have alumni working at Ketchum. We should cultivate them for development. African American students who could be mentored should be involved. A. Wolvin asked if we have some sport students to visit Howard.
Center for Political	S. J. Parry-Giles: We are in the midst of the Maryland election

Communication and Civil Leadership	campaign. PARC is being used to examine election ads.
Center for Risk Communication Research	M. M. Turner: First CRCR faculty meeting on Friday, 6 th October at 3:00pm.
Colloquium Chair	M. M. Turner: An NCA practice session will be held for 5 students. No other activities for this semester.

The Departmental Assembly was adjourned at 11:45 am.

Submitted by U. Ströh.

DEPARTMENTAL ASSEMBLY
Minutes of meeting 3

November 3, 2006
9:00 a.m.

PRESENT: E. L. Fink (chair), L. Aldoory, bj Altschul, S. Bowen, D. Cai, K. Carr, O. Fandino, R. Gaines, , C. Harper, K. Kendall, M. Liu, S. Parry-Giles, T. Parry-Giles, T. Reimer, U. Ströh, S. Sun, D. Tell , M. Tonn, E. Toth, R. Toth, L. Waks, A. Wolvin.

Apologies and not present: J. Gowin, J. Klumpp, A. Nicotera, N. Ofulue, M. Turner.

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (October 6, 2006) were approved.
3. Comments by the chair:
 - Learning outcomes assessment: These were approved last year. Next year these will be tested. Our objectives were well received. Undergraduate students will be made aware of this process. Copies of the learning outcomes will be distributed to everyone.
 - Searches: We have 2 searches going on at the moment. We will not have a departmental assembly dealing with the candidates and the search process, rather, the search outcomes will be reviewed and approved by the Department APT Committee.
4. Proposals from the Graduate Studies Committee presented by the Director of Graduate Studies:
 - **All non-thesis M.A. students must submit their approved seminar papers on line in pdf format after submitting the appropriate departmental form signed by both the advisor and the graduate director:**
 - This is a cheaper and easier option, also easier to store. These files will also be easier to access.
 - **This proposal was unanimously passed.**
 - **Defenses of M.A. theses and Ph.D. dissertations shall be confined to the fall and spring semesters:**
 - L. Aldoory mentions that it should be within formal semester dates.
 - The graduate committee will not ordinarily meet outside of these dates. Emergencies will be considered. If we approve this proposal we need to

communicate it very clearly to students.

- **This proposal passed unanimously.**

5. Proposals from the Undergraduate Studies Committee presented by the Director of Undergraduate Studies:

- **To add a new undergraduate course, Introduction to Public Relations, which will incorporate a grammar component and a general introduction to the field of public relations.** This course will be required for undergraduate majors in the public relations track. The one upper-level elective for students in the public relations track will no longer be required.

- **This proposal passed unanimously.**

6. Other Reports (Information items).

Director of Graduate Studies	M.B. Tonn: We have a graduate open house on Thursday at the NCA conference. Will be helpful if faculty and students can attend.
Director of Undergraduate Studies	L. Waks: Family weekend evaluation – very well attended with over 100 people. Many e-mails and good feedback from students and parents. Commencement: Dec 21 st at 1:00.
Coordinator of Undergraduate Program at Shady Grove	C. M. Harper: Students are getting very excited about the program for Spring. We have 7 extra students at this stage and hope to achieve the program goal of 40 per cohort.
Media Center	A. D. Wolvin: We are set up in the seminar room with all equipment. We also need a laptop if not teaching in this room.
NCA Party Chair	K. E. Kendall: Copies of party invitation at NCA sent around. Well organized already. There will also be a slideshow and a card on each table with departmental information.
Webmaster	T. O. Reimer: If you have new information please send it to him for the Web site.
Collegiate Council	L. Aldoory: Learning Outcomes Assessment surveys are being done. People should report that they are aware of the process. Another issue is gender salary differences, which is being investigated.

The Departmental Assembly was adjourned at 10:00 am.

The next meeting will be 1 December 2006.

Submitted by U. Ströh.

DEPARTMENTAL ASSEMBLY
Minutes

February 16, 2007
10:00 a.m.

PRESENT: E. L. Fink (chair), L. Aldoory, bj Altschul, S. Bowen, D. Cai, R. Gaines, C. Harper, M. Liu, N. Ofulue, T. Parry-Giles, T. Reimer, U. Ströh, S. Sun, M. Tonn, E. Toth, R. Toth, L. Waks, A. Wolvin.

Apologies and not present: K. Carr, J. Gowin, K. Kendall, J. Klumpp, A. Nicotera, , S. Parry-Giles, D. Tell , M. Turner.

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (November 1, 2006) was approved.
3. Comments by the Chair:
 - The Middle East search has been completed. A decision has to be made by the Appointment, Promotion, and Tenure Committee, and the chair and dean.
 - Business manager search: One candidate has been interviewed. Hopefully this process will be completed in March. R. Gaines is the chair of this search and reported that we have good candidates.
 - The Persuasion and Social influence search has failed and the search has been reopened.
 - Ad hoc committee for the Departmental Web site: T. Parry Giles leads this committee. He reports that we have contracted with Mark Kuhn to redesign our Web site. It is a complicated process and permission to change anything has to be asked from all who own certain parts of the Web site. We are now in the design phase of the new Web site. This site is for providing information and for promoting our department. Faculty members are requested to send any ideas for how to improve our site.
 - We will be called in to defend our limited enrollment program renewal in March to April. According to E. Fink, the dean supports our argument.
 - Students in the large doctoral office (2102) are moving. 2102 will be emptied and will then be divided into two offices for two spaces. Three offices will become available for new faculty members. There will also be one extra space for a further new faculty appointment. The costs of the renovations will be \$9,000,00. Refurbishment will also be done for the new offices.

- The National Research Council survey of doctoral programs: The deadline was extended for faculty completing the questionnaire (and thereby being able to serve as program rater) to February 22.

4. Other Reports (Information items).

Faculty Advisory Committee	T. S. Parry-Giles: By February there will be a proposed revision of the plan of organization. The updating will be made easier with the new Web site. The salary advisory committee was requested to prepare a faculty merit pay rating system to be presented to the Faculty Advisory Committee.
Director of Undergraduate Studies	L. Waks: <ul style="list-style-type: none"> • Status of public relations course (COMM221) proposal – this has not been approved; • Commencement will be May 21st at 9:00 am. Suggestions for speakers are invited. 200 students have applied for graduation.
Director of Graduate Studies	M. B. Tonn: <ul style="list-style-type: none"> • Preunion – 29th and 30th of March. S. and T. Parry-Giles and M. Turner will do a presentation. • Graduate admissions – we have made 12 offers. Temporary advisors have been assigned. • Fellowships: Information is constantly sent out to faculty. We can put forward two names of full-time students by March. • Oral exams should be scheduled through D. White. • (Action item) Learning Outcome Assessment graduate student review form: Proposed amendments were put forward. The motion to change the policy of a doctoral student’s standing was approved. The motion in terms of removing the colloquium attendance requirement has been approved. The motion to substitute the word “significant”, in terms of ethical principles, was approved. We will remind students about these changes and what the policies for good standing are.
Coordinator of Undergraduate Program at Shady Grove	C. M. Harper: Students are being recruited. Currently a total of 49 students are in the U/G program - 10 graduate in May.
Outreach Coordinator	(for J. S. Gowin): Newsletter – faculty are requested to submit any relevant news.
Media Center	A. D. Wolvin: Faculty are requested to sign the sheet on the door of the media center and not the sheet in the main office.
Social Fund Chair	S. A. Bowen: Balance is \$823,00.
Webmaster	T. O. Reimer: Thanks to T. Parry-Giles for taking the lead in the committee to redesign our department Web site.

PRSSA Chapter	R. J. Toth: PRSSA Bateman Team's campaign special event Friday 16 th of February.
Institutional Review Board Liaison	M. M. Turner: During M. Turner's absence M. Liu or E. Fink have been signing reports.

5. Spring semester meetings of the Departmental Assembly: March 2; April 6; May 4, 2007.

Two Appointment, Promotion, and Tenure Committee meetings are scheduled. The first is following this Assembly, and the second is March 9, 2007.

The Departmental Assembly was adjourned at 11:30 am.

Submitted by U. Ströh.

DEPARTMENTAL ASSEMBLY
Minutes

March 2, 2007
10:00 a.m.

PRESENT: E. L. Fink (chair), L. Aldoory, S. Bowen, D. Cai, R. Gaines, C. Harper, M. Liu, N. Ofulue, T. Parry-Giles, T. Reimer, U. Ströh, S. Sun, M. Tonn, E. Toth, R. Toth, L. Waks, A. Wolvin.

Apologies and not present: bj Altschul, K. Carr, J. Gowin, K. Kendall, J. Klumpp, A. Nicotera, S. Parry-Giles, D. Tell, M. Turner.

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (February 16, 2007) were approved.
3. Comments by the Chair:
 - searches (Middle East; business manager; Persuasion & Social Influence): There is an offer for the Middle East position outstanding and we will hear this week about the offer. The business manager search is going well – all candidates have been interviewed and we have good candidates. Regarding the Persuasion and Social Influence search, two candidates have been invited for a visit. The APT committee meeting will be moved from the 9th to the 14th at 9:30 a.m. to deal with the search issue.
 - renovations: the movement from 2102 to the other venues went well. The renovations should have started, and once that space has been renovated the other spaces will be available for new hires.
4. Proposed amendments to the department's *Plan of Organization*:
 - The Faculty Advisory Committee put forward suggested changes.
 - After amendments the changes were approved; see attached version.
5. Proposed changes to the Public Relations track: L. Waks reported that because the test for allowing students into the Public Relations track has been discontinued, we have decided to incorporate a test into a first year students' course. The proposed changes were approved by the assembly.

6. Other Reports (Information items).

Faculty Advisory Committee	T. S. Parry-Giles: The FAC nominated faculty to the chair's search committee. A statement of support for journal editorship was made.
Director of Undergraduate Studies	L. Waks: Commencement is on May 21 at 9:00 am. There will be a special mention for the Shady Grove group. Sunday May 20 th – E. Toth and L. Aldoory have volunteered to attend the university commencement.
Director of Graduate Studies	M. B. Tonn: Preunion is March 29 th .
Coordinator of Undergraduate Program at Shady Grove	C. M. Harper: 14 people will graduate from Shady Grove this May.
Outreach Coordinator	J. S. Gowin: There are 75 interns currently.
Social Fund Chair	S. A. Bowen: Funds available.
Center for Political Communication and Civic Leadership	S. J. Parry-Giles: Working on the Voices of Democracy project.
Colloquium Chair	M. M. Turner: Suggestions regarding the colloquium course and colloquium speakers should be discussed.

5. Unfinished business: None

6. Additional new business: None

7. Spring semester meetings of the Departmental Assembly: April 6, May 4.

The Departmental Assembly was adjourned at 12:00 noon.
The next meeting will be April 6, 2007.

Submitted by U. Ströh.

DEPARTMENTAL ASSEMBLY
Minutes

May 11, 2007
9:30 a.m.

PRESENT: E. L. Fink (chair), L. Aldoory, S. Bowen, D. Cai, R. Gaines, J. Gowin, C. Harper, M. Liu, A. Nicotera, N. Ofulue, S. Parry-Giles, T. Parry-Giles, T. Reimer, B. Smith, U. Ströh, M. Turner, M. Tonn, E. Toth, R. Toth, M. Vazquez, A. Wolvin.

Apologies and not present: bj Altschul, K. Carr, K. Kendall, J. Klumpp, S. Sun, D. Tell, L. Waks.

1. The agenda for today's meeting was approved.
2. The minutes of the previous meeting (2 March 2007) were approved.
3. Comments by the Chair:
 - Appointment of Kerri Johnston: We will hear on the 21st of May
 - Renovations: 2100 and 2102 are almost completed.
 - Furniture is out for bid. Graduate students helped choose the furniture.
 - We have acquired a laptop for our department. We now have to determine policy of use.
 - Our limited enrollment has been granted, although we are still awaiting formal notification.
 - We are short of faculty teaching staff at Shady Grove for the Fall semester. We need to teach 12 courses per year there.
 - A. Nicotera, U. Ströh, L. Corrigan, S. Sun and D. Tell are leaving the department.
 - Salary increases for next year have been determined: 2% for COLA and 2.5% for merit.
 - We formally welcomed M. Vazquez to our department.
4. M. Tonn: Graduate Studies Committee would like to streamline policies, especially for the new department Web page of the department. Various inconsistencies were found in current policies and suggestions for changes have been made (see attached).
 - All agreed to accept changes to M.A., with one abstention.
 - All proposed changes to the Ph.D. policies were accepted.

5. Other Reports (Information items).

Director of Graduate Studies	M. B. Tonn: 16 students were admitted for the Fall. 2 responses are still outstanding. Orientation will be the same as for the previous year.
Coordinator of Undergraduate Program at Shady Grove	C. M. Harper: There have been some applications to the COMM USG program, but more are expected in summer. Faculty teaching at Shady Grove are needed in Spring and in Fall. COMM 250 – faculty needed.
Outreach Coordinator	J. S. Gowin: Currently working on the newsletter but needs to get information so that the newsletter can be printed before the next NCA conference.
Media Center	A. D. Wolvin: A. Miller is graduating and we thus need a new person to run the media center.
Social Fund Chair	S. A. Bowen: We have about \$440 in the social fund.
Webmaster	T. O. Reimer: Any suggestions for the new design of the Web page should be submitted to the Web committee.
Collegiate Council	L. Aldoory: <ul style="list-style-type: none"> • Nominal fee will be charged for help with classroom technology • Presentations for tenure-track faculty by Ellen Scholnick are recommended
Center for Risk Communication Research	M. M. Turner: Have been very busy doing fund raising and hope to report good news soon. Various ongoing activities open for participation.
Colloquium Chair	M. M. Turner: The CRCR will have 4 (2 internal and 2 external) speakers for next year.

5. Additional new business: A. Wolvin – Middle state report is available online.

The last Departmental Assembly was adjourned at 11:30 am.

Submitted by U. Ströh.