

Department of Communication

Departmental Assembly Minutes

August 24, 2007

Attending: L. Aldoory, S. Bowen, D. Cai, R. Coleman, S. Fritz, R. Gaines, D. Hample, C. Harper, J. Klumpp, M. Liu, K. Maddux, S. Parry-Giles, T. Parry-Giles, T. Reimer, D. Rhea, S. Simon, B. Swartz, J. Tenney, M. Tonn, E. Toth, R. Toth, M. Turner, L. Waks, A. Wolvin.

- I. Members of the Assembly introduced themselves and new faculty were identified and welcomed.
- II. The agenda and the minutes from the May 11, 2007 Assembly meeting were approved by acclimation.
- III. E. Toth explained the voting procedures for the Departmental Assembly as found in the Department Plan of Organization (II, sec. A).
- IV. T. Parry-Giles volunteered to serve as Secretary of the Assembly.
- V. Chair's Report:
 - A. E. Toth announced that the ARHU Dean has approved a search for an assistant professor in public relations. L. Aldoory will chair the search committee, with remaining members to be named later, and the deadline for applications is October 15, 2007.
 - B. E. Toth announced that the departmental internal self-study is due in December, 2007. One external member of the self-study review committee has been named with another to be appointed later by the College. An external review of the Department will occur in the Spring, 2008.
 - C. E. Toth discussed the implementation of the departmental assessment plan. D. Cai, R. Gaines, and A. Wolvin were recognized for their contributions to developing the plan. A. Wolvin announced that testing of the assessment plan is currently underway in COMM 107.
 - D. E. Toth announced that the state has mandated \$12 million in budget cuts. The result for the Department is that \$34 thousand has already been taken from the budget and \$30 thousand more will be removed from the hard money budget. We are still maintaining income from three revenue streams: Summer/Winter courses; Access funds; Shady Grove.

Department of Communication

Departmental Assembly Minutes

September 7, 2007

Attending: L. Aldoory, M. Bell, S. Bowen, D. Cai, R. Coleman, D. Hample, C. Harper, J. Klumpp, S. Lawrence, M. Liu, K. Maddux, S. Parry-Giles, T. Parry-Giles, S. Patel, T. Reimer, D. Rhea, S. Simon, B. Swartz, E. Toth, L. Waks, A. Wolvin.

- I. L. Waks introduced Steve Lawrence, Assembly representative from the Undergraduate Communication Association. E. Toth identified S. Allen as the graduate student Assembly representative and introduced M. Bell and C. Harper.
- II. The agenda and the minutes from the August 24, 2007 Assembly meeting were approved by acclimation.
- III. FAC Report: J. Klumpp reported that the FAC had reviewed and advised the chair on committee assignments for the 2007-2008 academic year. J. Klumpp also reported that the FAC was involved in the self-study process and indicated that he will serve as the personnel supervisor for R. Toth.
- IV. Chair's Report: E. Toth reported that the self-study process was underway and that the members of the Administrative Committee had been added to the self-study committee. S. Fritz will serve as the graduate student representative on the self-study committee and the two external members are F. Hildy (Theater) and S. Logan (English). The charge meeting is scheduled for September 14, 2007 and E. Toth requested input from faculty and students in the self-study process.
- V. Director of Undergraduate Studies: L. Waks announced that the December Commencement ceremony will be on Thursday, December 20, 2007 at 1:00 pm and the May Commencement ceremony will be on Friday May 23, 2008 at 9:00 am. Both ceremonies will occur in Ritchie Coliseum. L. Waks also reported that there are 666 undergraduate majors and 82 minors; there are 24 new students and 35 returning students at the Shady Grove campus. She also indicated there are 80+ students registered for Family Weekend (October 13, 2007). L. Waks also reported the offering of new courses in visual communication.
- VI. Director of Graduate Studies: S. Parry-Giles announced upcoming departmental colloquia. She indicated that Ph.D. exams will commence on September 14, 2007 and that the Graduate Studies committee is collecting data for various reports and the self-study. S. Parry-Giles suggested the possibility of archiving and recording M.A. theses.

- VII. Library Liaison: J. Klumpp announced impending cuts to journal subscriptions by the library and asked for input concerning possible cuts to journals funded through Communication auspices.
- VIII. Committee Assignments: E. Toth added the following to the previously distributed list of committee assignments: Collegiate Council Representative and Departmental EEO Officer: L. Aldoory; Web committee: M. Bell; Course Supervisor, COMM 250: L. Waks; Representative to ARHU Learning Outcomes Committee: A. Wolvin.
- IX. Elections for Salary Advisory Committee: A. Wolvin, M. Tonn, and S. Bowen were elected to the Salary Advisory Committee.
- X. Old Business: None
- XI. New Business: E. Toth announced that new faculty member S. Khamis will arrive on Monday, September 10, 2007. Her COMM 350 class is being covered by L. Aldoory. T. Parry-Giles and M. Kuhn demonstrated the Departmental Web site.
- XII. The meeting was adjourned at approximately 12:00 pm.

Submitted by T. Parry-Giles

- VI. E. Toth conducted elections for the Faculty Advisory Committee. Assignments for the FAC will include producing the self-study review document; advising the Chair on the Assembly agenda; advising the Chair on committee assignments; and regular consultation about departmental matters. J. Klumpp, T. Parry-Giles, and M. Liu were elected to the FAC.
- VII. E. Toth asked for volunteers to serve as the Department's University Senator. M. Turner agreed to serve in this position. T. Parry-Giles suggested that faculty should submit all College and University service commitments to the Chair.
- VIII. Reports:
- A. Colloquium Series—S. Parry-Giles and M. Turner announced the Colloquium Series for 2007-2008. The series will feature graduate student and faculty research as well as visiting speakers. M. Turner urged faculty and students to attend colloquia.
- B. Graduate Studies—E. Toth thanked M. Tonn for her service as Director of Graduate Studies and announced that S. Parry-Giles will serve as the Director of Graduate Studies beginning August, 2007. S. Parry-Giles highlighted M. Tonn's role in streamlining and synthesizing graduate forms and requirements.
- S. Parry-Giles announced that the NCA party will occur on Friday evening of the convention (November 16, 2007) and will be organized by K. Kendall. She also announced that the NCA graduate school open house will be on Thursday of the convention.
- S. Parry-Giles announced that graduate exam dates are posted and that questioners should submit questions by the specified dates. She also announced that beginning this fall, the new UM deadline for graduate applications will be December 1, even though, for this year, the university will accept applications until February 1.
- IX. Old Business: E. Toth reminded faculty that monthly salary forms are to be submitted to M. Vazquez in the Business Office.
- X. New Business:
- A. E. Toth reminded faculty to submit their semester forms to L. Sullivan as soon as possible and to post relevant information on office doors.
- B. E. Toth announced that the redesigned departmental Web site will be presented at the 9/7 Assembly meeting.

C. **2007-2008 Assembly Meeting Dates:** September 7, 2007; October 5, 2007; November 2, 2007; December 7, 2007; February 1, 2008; March 7, 2008; April 4, 2008; May 2, 2008.

XI. The meeting was adjourned at approximately 3:00 pm.

Submitted by T. Parry-Giles

Department of Communication

Departmental Assembly Minutes

October 5, 2007

Attending: L. Aldoory, S. Allen, S. Bowen, R. Coleman, D. Hample, C. Harper, S. Khamis, J. Klumpp, S. Lawrence, M. Liu, K. Maddux, S. Parry-Giles, T. Parry-Giles, T. Reimer, D. Rhea, E. Toth, M. Turner, L. Waks.

- I. Dean J. Harris discussed budget issues, the agenda of the new University Provost, changes in CORE, enrollment management issues, and graduate program issues. The Dean also answered questions from faculty and students.
- II. The agenda and the minutes from the September 7, 2007 Assembly meeting were approved by acclimation.
- III. FAC: J. Klumpp reported on the decision of the FAC that it will serve to offer advice and recommendations for potential cuts in library journal subscriptions.
- IV. Chair's Report: E. Toth reported on the progress of the self-study process. The Chair noted the importance of the self-study process for departmental advancement and strategic planning. Toth announced the meeting times available to faculty members with the external members of the self-study committee and the survey process of faculty opinion about the Department. Toth also indicated the timeline for the collection of self-study data and the drafting of the self-study narrative.
- V. Director of Undergraduate Studies: L. Waks reported that data has been collected for the self-study through surveys distributed to all COMM classes scheduled for MW at 2:00. The Family Weekend coffee hour for the Department is scheduled for October 13 and 150 prospective students have registered to attend. The open house event at Shady Grove is scheduled for October 27 from 11:00 am to 1:00 pm. A commencement speaker has been selected for the December ceremony.
- VI. Director of Graduate Studies: S. Parry-Giles reported that survey data from students for the self-study has been collected and is being analyzed by the Graduate Studies Committee. The Graduate Open House at NCA is scheduled for Thursday, November 15 from 2:00-4:45. The Department Party is Friday, November 16 at 7:00 pm. S. Parry-Giles also indicated that the Graduate Studies Committee is reviewing directives from the College concerning credit hour requirements and other reforms of departmental policy.
- VII. Old Business: No Old Business
- VIII. New Business:

- A. E. Toth announced the impending deadline for applications for the PR Search—October 15.
 - B. J. Klumpp commended the session held on securing jobs in academia.
 - C. **2007-2008 Assembly Dates:** November 2, 2007; December 7, 2007; February 1, 2008; March 7, 2008; April 4, 2008; May 2, 2008.
- IX. The meeting was adjourned at 11:45 am.

Submitted by T. Parry-Giles

Department of Communication

Departmental Assembly Minutes
November 2, 2007

Attending: L. Aldoory, S. Allen, S. Bowen, D. Cai, D. Hample, C. Harper, K. Kendall, S. Khamis, J. Klumpp, M. Liu, K. Maddux, S. Parry-Giles, T. Parry-Giles, T. Reimer, D. Rhea, E. Toth, M. Turner, L. Waks, A Wolvin.

- I. E. Toth introduced Kathy Cavanaugh and Jen Patterson from the ARHU office of Academic Computing Services. They discussed changes in the ACS services and office and took questions about academic technology issues.
- II. The agenda and the minutes from the October 5, 2007 Assembly meeting were approved by acclamation.
- III. K. Kendall reported on the planning for the departmental reception at NCA, scheduled for Friday, November 16, 2007 from 7:30-9:30 pm in the Waldorf Room of the Chicago Hilton. Kendall discussed the purposes of hosting the reception, announced some of the events and displays planned for the 2007 reception and acknowledged the work of graduate students on the planning committee.
- IV. FAC Report: J. Klumpp reported that the FAC discussed the new UM procedures for online student evaluations and the consistency of the university wide procedures vis-à-vis the departmental process. Klumpp indicated that the department office will hold, but cannot not tabulate or analyze, instructor administered student evaluations.

Klumpp also reported that the FAC discussed the necessity of maintaining and password protected "internal" section of the department Web site and concluded that such a section is not necessary at the present time.
- V. Old Business: No Old Business
- VI. New Business:
 - A. E. Toth announced the implementation of a university-wide online student evaluation procedure. It was moved and seconded that the department cease conducting departmental evaluations and substitute the UM system of student evaluation for the Fall 2007 semester. The motion passed unanimously with one abstention.
 - B. **2007-2008 Assembly Dates:** December 7, 2007; February 1, 2008; March 7, 2008; April 4, 2008; May 2, 2008.
- VII. The meeting was adjourned at 11:10 am.

Submitted by T. Parry-Giles

Department of Communication

Departmental Assembly Minutes
December 7, 2007

Attending: L. Aldoory, S. Allen, T. Barney, S. Bowen, D. Cai, T. Donofrio, E. Fink, R. Gaines, D. Hample, C. Harper, K. Kendall, S. Khamis, J. Klumpp, S. Lawrence, M. Liu, K. Maddux, S. Parry-Giles, T. Parry-Giles, S. Patel, T. Reimer, D. Rhea, E. Toth, M. Turner, S. Underhill, L. Waks, A. Wolvin.

- I. The agenda and the minutes from the November 2, 2007 Assembly meeting were approved by acclamation.
- II. E. Toth discussed the Self-Study process and invited responses to the Self-Study narrative. R. Gaines moved to cease deliberations of the Self-Study narrative. T. Parry-Giles seconded. The motion was withdrawn after extended discussion. Discussion of the Self-Study narrative ensued.
- III. Graduate Studies Committee: S. Parry-Giles presented the recommendation from the Graduate Studies Committee calling for a change in the Ph.D. and M.A. handbooks: "Full-time status for graduate students is based on the calculations stipulated by the Graduate School at the University of Maryland." Discussion ensued with a suspension of the rules to allow for graduate student input on the motion. The motion was revised to recommend to the Chair that the existing "10 credit" requirement be removed from graduate assistantship contracts. The motion carried (10 yes, 4 no, 3 abstain).
- IV. **2007-2008 Assembly Dates:** February 1, 2008; March 7, 2008; April 4, 2008; May 2, 2008.
- V. The meeting was adjourned at 12:30 pm.

Submitted by T. Parry-Giles

Scribe: M. M. Turner

Attending: Aldoory, L., Allen, A., Gaines, R., Hample, D., Harper, C., Khamis, S., Klumpp, J., Liu, M., Maddux, K., McKesey, J., Parry-Giles, S., Reimer, T. Rhea, D., Turner, M., Waks, L., White, D., Wolvin, A.

1. Approval of agenda: Agenda was approved.
2. Approval of minutes from December 7, 2007: Minutes were approved.
3. Request of volunteer to take minutes: It was decided by the body that the person taking minutes for each Departmental Assembly Meeting would vary each month. Monique Turner volunteered to be the scribe for this week.
4. Election of university senator: Monique Turner was elected to the position of University Senator representing the Dept of Communication. Turner's 3-year term will commence in the fall of 2008. Linda Aldoory volunteered to sit in on fall 2008 senate meetings that Turner might not be able to attend.
5. Reports
 - a. Undergrad Program Director: Leah Waks reported that the Dept of Communication graduation is at 9am on May 23, 2008. Problematically, this date overlaps the International Communication Association annual convention in Montreal. Waks also reported that rubric for learning outcome assessment is needed. The undergraduate committee suggested that we appoint 3 individuals—representing rhetoric and political culture, public relations, and persuasion and social influence and intercultural communication (combined), be appointed to this task. These individuals would meet with Robert Gaines to further discuss these rubrics. The primary courses who mandate point people are (and the volunteers who stepped forward at this meeting) are: COMM 400 (Torsten Reimer), COMM 402 (Leah Waks), and COMM 401 (Kristy Maddux). Ed Fink will be approached for advice with regard to both COMM 400 and 402. Waks next reported that we have added a visual communication course, which is very successful. This course will be offered at Shady Grove also. Finally, Waks reported that a new program “Wake Up and Work the Room” was approved for 2009. This summer camp is geared toward High School juniors and seniors.
 - i. Caroline Harper added that the Shady Grove campus is “full and busy”. They have added an Undergraduate Communication Association (UCA) and a version of the Communicator.
 - b. Graduate Program Director: Shawn Parry-Giles reported that the deadline for applications to the University of Maryland was December 1st. The Graduate Studies Committee worked during the holiday break to assess candidates. Thus far there are 193 applications; Parry-Giles has made 16 offers so far and has 0 accepts. Numbers of applications were low this year; it is expected that this is due to the earlier deadline. The department will not hold a pre-union this year due to cost (and a decreasing budget); therefore, it is imperative that faculty contacts call students and be proactive in recruiting. One initiative that Parry-Giles is pursuing is getting graduate students to apply for more grants and fellowships; she reported that there has been some success with this initiative. Additionally, it was stated that our students have been successful thus far in receiving such awards. The March departmental colloquium will continue with the theme of interdisciplinarity and will focus on grants.
 - c. Library Liaison: The library has had additional journal cuts. Jim Klumpp stated that in the past they had cut “fluff journals”, but, it appears that now “meat will be cut”. Jim Klumpp reported that when you look up a journal—please hit “find it”; when you do so you will have options. It is the Taylor and Francis copy that is in jeopardy. See Klumpp for a better

explanation of this. Also, when filling out University of Maryland surveys (i.e., strategic planning questionnaires) please be cognizant of the situation with the library—and mention it.

- d. Department Chair: Elizabeth Toth reported on the self study. Wendy Jacobs is in the process of calling external reviewers. We do not know who the reviewers will be or when they will arrive. Toth did report that the external reviewers will talk to representatives from all parts of the department (e.g., grads, undergrads, faculty, staff etc.). They will write a report that goes to the dean.
 - e. Faculty Advisory Committee: Jim Klumpp reported that the FAC is examining the parliamentary process of this body. He stated that the way we elect FAC is unique; therefore, we need to have a clear document explaining our process. A document with this explanation was provided at the meeting.
6. Old business: Shawn Parry-Giles handed out mentoring brochures provided by the graduate school. She reported that the graduate committee has developed a form to assess graduate student “good standing”. This document was provided at the meeting. A great deal of discussion ensued about the document. Robert Gaines made a motion that we break the form into 2 portions—one representing the part that graduate students need to complete (parts 1-6) and the other being the part that the advisor needs to sign. Gaines added that students should complete the form and attach their CV to it. Dale Hample seconded this motion. Jim Klumpp also noted that we should add an “oath” to the signature portion of the document indicating what the signature indicated. Klumpp made a motion that this document be taken back to committee and revised. Andrew Wolvin seconded this motion. Motion carried.
 7. New business: Monique Turner reported that Dale Hample would be taking over as the IRB liaison. Turner will train Hample and will contact the department when the transition formally takes place.

Department of Communication

Departmental Assembly Minutes

March 7, 2008

Attending: L. Aldoory, S. Allen, R. Gaines, D. Hample, S. Khamis, J. Klumpp, M. Liu, K. Maddux, N. Ofulue, S. Parry-Giles, T. Reimer, D. Rhea, M. Tonn, E. Toth, M. Turner, L. Waks, A. Wolvin.

- I. The agenda and the minutes from the February 1 Assembly meeting were approved by acclamation.
- II. Graduate Studies Committee: S. Parry-Giles reported on graduate student admission status and recruitment. 21 offers to students were made, and several visits by prospective students were being conducted. The department has two student applications in for the new Graduate School Flagship Fellowship, which would offer \$10,000 in additional stipend and no teaching requirements. S. Parry-Giles introduced a cover form to report on masters students completing their seminar paper. A PDF copy of all seminar papers will be on the department's G drive. Form will be implemented this year. Assembly members voted on process of using form and not form's content. Unanimous vote to approve process. Finally, S. Parry-Giles introduced the annual status report forms for masters and doctoral students. Forms will be implemented next year. Assembly members voted on process of using forms and not forms' content. Unanimous vote to approve process. Forms will be available from the department website.
- III. Undergraduate Studies Committee: L. Waks reminded everyone that graduation is May 23, 9 a.m., and that there will be approximately 1,700 guests in attendance. Guest speaker is William Askinzi. L. Waks also reported that two department undergraduate students won two separate scholarships: one was the Buteau scholarship for \$500 every year for four years; and the other was the Levick scholarship for \$2,500 for a student in crisis communication; a Shady Grove campus student won the Levick scholarship (only application to the scholarship competition).
- IV. Library Liaison: J. Klumpp reported on additional 13% budget cuts from the library's journal subscriptions for next year. J. Klumpp asked all Assembly members to send him their lists for first, second and third most used journals (journals used all the time, journals used occasionally and isolated use journals). Discussion ensued, and it was agreed that the cuts and department strategies would be discussed by the FAC.
- V. Chair Report: E. Toth reported that decisions on COLA and merit salary budget have not yet been determined by ARHU. May 9 is the department picnic. E. Toth also reported that April 21 and 22 were days that the external reviewers would be visiting the department. There will be a 5 pm reception for faculty while they are here. Discussion ensued, and it was suggested that the external reviewers might meet the faculty as a group. E. Toth will take suggestion to Wendy Jacobs. E. Toth is seeking volunteers who will allow external reviewers to visit their classes.

- VI. FAC: J. Klumpp reported that FAC is seeking comments about the university's new online course evaluation system. This fall, 2007 the department had higher response rates than in previous years. One weakness was that its output formats are limited and does not allow, for example, for evaluations by graduate student discussion sections. Discussion ensued by Assembly members.
- Some additional weaknesses included:
- Delay in returning data to instructors
 - Lack of comparison ability from past semesters
 - Unclear whether students evaluating primary instructor or T.A.
 - Evaluations open to students for long time
- Suggestions for next year included:
- Can add department items to evaluation
 - Greater encouragement of students to complete on line evaluations
 - Incentives tied to completing evaluations
 - Hold a department conversation about teaching and today's learners
- VII. New Business: Dean's Faculty Forum will be held in Maryland Room on March 12 at 2:30 pm. Dean Harris released a statement on civility from ARHU; while the dean is encouraging civil behavior by everyone, there is no enforceable policy. S. Khamis would like to find ways for faculty to share their research with one another; E. Toth asked the FAC to discuss the concern and possible suggestions.
- VIII. Remaining Spring 2008 Assembly Date: May 9**
- IX. The meeting was adjourned at 11:45 a.m.

Submitted by L. Aldoory (minutes from L. Aldoory and K. Maddux)

Departmental Assembly Meeting
9 May 2008
Minutes

E. Toth called the meeting to order at 10:05 a.m.

Members present: L. Aldoory, L. Waks, J. Klumpp, S. Bowen, D. Rhea, S. Allen, C. Harper, N. Ofulue, S. Khamis, K. Maddux, R. Gaines, A. Wolvin, T. Reimer, D. Hample (recording), E. Toth (presiding)

1. Agenda approved.

2. Minutes of prior meeting approved.

3. Reports

A. Graduate. S. Parry-Giles' report of graduate student accomplishments was noted and the graduate students complimented.

B. Undergraduate. L. Waks determined that 8 faculty will be present at commencement.

C. Library. J. Klumpp distributed a detailed summary of journal cuts, costs, availability, and other facts. 8 journals will be cut for next year. Interlibrary loans costs to UMD have increased 300% over the last 5 years, but no departmental monies are involved. A general discussion of journal economics ensued.

D. Reports and Remarks by the Chair

1. The university's strategic plan has passed the Senate. Communication is the 4th most stressed department on campus, given its resources and instructional responsibilities. UMD will be reallocating personnel monies across campus as positions become vacant. This may be beneficial to ARHU.

2. Chair's summary of AY 2007-2008.

a. A considerable amount of publication and research activity has been accomplished by both faculty and graduate students.

b. The self study was a considerable accomplishment. The external team should complete its report by the end of May. The dean has recently added \$65,000 to the departmental budget, perhaps in response to concerns revealed by the self study.

c. The graduate and undergraduate assessment committees have done good work, under the leadership of R. Gaines and L. Waks.

d. Recruitment of graduate students has been impressive. 21 new students will join us in the Fall. Several have received fellowships, and the high caliber of the incoming class is noticeable. Additional office space will be committed to graduate students next year, as 53 are expected to be with us.

e. The Bateman team, advised by L. Waks, won Honorable Mention in the national competition.

f. The department's open house at Shady Grove (C. Harper, L. Waks) was successful, attracting 22 new applications and an invitation to Harper and Waks to show everyone else how to do an open house.

g. Anticipations for AY 2008-2009.

i. The department hopes to inaugurate an Annual Grunig Lecture. Our undergraduates, led by the PRSSA chapter, will have a program in the fall focused on alumni. We will join these two initiatives together.

ii. A professional MA program in Communication Management is in development. Envisioned is a curriculum having coursework in Communication, Management, and School of Public Policy (e.g., conflict management) curricula in equal shares. A go-it-alone effort under the Professional Studies Program was considered, but presently the better plan seems to be adding a Communication Management track to the Masters of Public Management program. This could start as soon as January 2009. Program size (maybe 20) and departmental income (maybe \$18,000) were discussed. Teaching would be voluntary and overload, or perhaps involve personnel hired specifically for these responsibilities. The program might be sited at Shady Grove. Vaguely competitive programs from American University, Johns Hopkins, and Georgetown were briefly mentioned. Further development work will take place this summer.

h. The chair thanked the Salary Advisory Committee, which has begun work on formal criteria. Merit and COLA monies have been received.

E. The Faculty Advisory Committee represented by J. Klumpp recommended a change in departmental operations, to make the FAC a departmental Committee on Committees. This proposal, distributed in advance of the meeting, was seconded and passed.

4. Old business. None.

5. New business.

L. Aldoory was re-elected as departmental representative to the Collegiate Council.

6. Closing remarks.

A. The Chair reminded people to order textbooks and to complete their monthly forms to account for their absences from work, if any.

B. The Chair announced that new cameras and associated equipment have been purchased for the Media Center, that 3 new laptops for undergraduate use have been obtained, and that the library is being painted.

Adjournment, 10:52 a.m.

Next Meeting: August 29.