

Department Assembly, September 11, 2009, 10am

In attendance: E. Toth (Chair), K. Maddux, E. Fink, A. Wolvin, D. Hample, J. Klumpp, S. Khamis, M. Turner, L. Aldoory, B. Lawson, T. Donofrio , X. Nan, R. Gaines.

1. Agenda for the Department Assembly was approved.
2. Minutes for August 28, 2009 was approved.
3. D. Hample reported for the Faculty Advisory Committee on Department Committee Assignments for 09-10 academic year. (See list on p. 3-5):
  - a. K. Maddux noted, per last year's minutes, questions about the Faculty Salary Advisory committee's responsibilities and scoring methods were left unfinished.
  - b. Correction made to list of committee assignments:
    - i. D. Hample is IRB Coordinator
    - ii. E. Toth is ARHU LOA Assessment Committee
    - iii. J. Klumpp is COMM 330 supervisor
  - c. E. Toth addressed bringing Grade Appeal Committee into alignment with University guidelines.
4. J. Klumpp, L. Aldoory, and N. Ofulue were elected to the Salary Advisory Committee.
5. E. Toth presented Dr. Yoram Peri, nominee for department's Affiliate Faculty. Peri is Abraham S. and Jack Kay Professor of Israel Studies and Director of the Joseph and Alma Gildenhorn Institute for Israel Studies, University of Maryland.
  - a. Dr. Peri is the scheduled colloquium speaker today (9/11/09)
  - b. E. Toth addressed questions about the selection process and responsibilities of affiliate faculties.
6. E. Toth gave an update on the University's budget situation.
  - i. Projections from last year fell short of expectation. Auditors now project significant revenue shortfalls, primarily from property tax revenues and slowed consumer purchases.
  - b. The university is considering more cuts, but not across the board. Some ideas include restructuring programs focusing on quality vs. size.
    - i. The Dean of ARHU has asked the Departments encumber 50% of their Soft funds
    - ii. The Chair has cut department's soft funds expenses: lowered food cost for department events (no food for colloquium series); slowing down distribution

of paper through Lillie. Faculty are encouraged to employ elms system and the new department copier with scanning function to reduce paper consumption. There will be no NCA party this year.

- iii. R. Gaines pointed out that the reorganization of COMM 250 saved \$35k.
- c. As of now, travel funds will not be cut. This depends however on what requests come from the University. As yet, the Dean does not know what plan might come from the University.
- d. D. Hample inquired about the department's search to fill two positions. E. Toth explained the approach proposed by the Dean's office—having departments compete for positions that bring people who intersect in key clusters across ARHU disciplines. The clusters this year are Digital Studies and Latin Studies.
  - i. S. Parry-Giles clarified that because these are College-level searches, potential applicants might have to apply directly to the College.
  - ii. K. Maddux asked about having department representation on the Dean's search committee.
  - iii. D. Hample inquired about moneys gained from the loss of three faculty. E. Toth explained that the funds were returned to the Provost's Office.
- 7. In preparation for the first Strategic Planning Meeting, the steering committee will meet on September 16<sup>th</sup> to develop a list of potential topics/issues for Assembly consideration on Oct. 2.
- 8. The strategic planning steering committee members are S. Parry-Giles, L. Waks, J. Klumpp, M. Liu, and E. Toth.
- 9. Assembly adjourned at 10:51am.

Respectfully submitted,  
Nneka Ifeoma Ofulue

Department Assembly, November 6, 2009 (Media Center)

In attendance: E.Toth (chair), A. Wolvin, R. Gaines, K. Maddux, L. Aldoory, T. Parry-Giles, S. Parry-Giles, B. Liu, M. Liu, X. Nan, J. Klumpp, N. Ofulue (recording secretary), E. Fink, L. Waks, W. Lawson, C. Harper, T. Donofrio (graduate student representative).

1. Agenda Approved
2. Minutes from September 11<sup>th</sup> assembly approved.
3. Old Business
  - a. Faculty approved Dr. Yoram Peri's application as Affiliate Faculty
  - b. University budget situation update
    - i. Dean requested approximately return of 6% of soft and hard moneys; came to \$97k and this amount has been returned to ARHU
    - ii. Dean requested Chair report on how she would reduce of department budget. Department was able to cut \$44k, reducing conference funds to one trip a year, monitor paper costs, reduce graduate admission for Y2010-2011.
    - iii. Work with graduate school to offer courses that have appeal across the college/university
    - iv. With FAC, work on ways to generate income for the department. Summer camp program inaugurated summer 09; will be held again summer 2010; R. Gaines heading committee to explore possibility of professional masters program—; develop applied undergraduate track at Shady Grove
    - v. Wolvin expressed concern about department losing funds it generates through its ventures.
      1. R. Gaines suggests earmarking funds for Department Foundation; E. Fink raised concerns about link between tuition and State funds.
      2. D. Hample asked if cuts are occurring in other departments. E. Toth reported that some departments had more and some less. Differential cuts occurred across the University..
      3. There is discussion about the possibility of merging ARHU programs/departments. Communication is not under consideration for merger.
    - vi. J. Klumpp inquired about Xerox costs. Department has monthly allotment, but scanner does not count towards monthly allowance.
  - c. E. Toth reported department is still in the competition with ARHU to create two cluster/interdisciplinary positions. One area is in digital humanities at an assistant or associate professor level; we are competing with Art Design, American Studies, and

Women's Studies.. The search is coordinated by committee of representatives of each of the competing departments.

- i. E. Fink explained that we are part of a search for someone in Latin American Studies who will have a home within Arts & Archeology or Communication. Assoc. Dean and Head of Latin American Studies will chair the search committee. He further explained the committees' goals in terms of likely candidates for campus interviews. Additional questions were posed about the crafting of the job descriptions, esp. regarding methodological focus, and will ARHU cover salary. Official job descriptions have not been approved for either position; it is possible that Dean Rutherford might have an approved job description in time for NCA and ICA convention and newsletter deadlines.

4. New Business

- a. FAC reappointed Strategic Planning Committee. Members will be Toth, S. Parry-Giles, Waks, and Hample.
  - b. Ad-Hoc Committee to look at Professional Master's Program, chaired by Gaines.
  - c. S. Parry-Giles encouraged faculty support for grad recruitment at NCA, Thursday, November 12<sup>th</sup> at 2pm at the Chicago Hilton.
5. Non-tenured/Tenure Track Faculty excused from the assembly at 10:45am . Strategic planning discussion continued with tenured/tenure track faculty.
6. Continuing Strategic Planning

The meeting was adjourned at Noon.

Respectfully submitted,

Nneka Ifeoma Ofulue



Department Assembly, December 4, 2009

In attendance: E. Toth (Chair), L. Waks, K. Maddux, R. Gaines, C. Harper, M. Liu, T. Parry-Giles, S. Khamis, L. Aldoory, D. Hample, M. Turner, B. Liu, S. Parry-Giles, E. Fink, T. Donofrio, and N. Ofulue

1. Agenda approved
2. Minutes from November 11<sup>th</sup>, 2009 approved.
3. Old Business
  - A. E. Toth reported that the dean indicated there will be more cuts in the spring semester, and likely cuts next year.
  - B. Two ARHU/COMM competitive searches underway
    - i. E. Toth reported that the search for digital humanities position is well underway. The deadline is December 15<sup>th</sup>, 2009. So far ten applicants have indicated that Communication will be their home department.
    - ii. E. Fink reported that review of applications for the position in Latin American studies is yet to begin; this deadline is January 15, 2009.
  - C. E. Toth reported that the commencement speaker Chris Finnegan, Vice President, Communications, Discovery Communications. He's an alumnus of the Department of Communication, University of Maryland. Winter commencement is at 1pm, December 20, 2009. Dr. Toth also announced a search for a speaker for spring commencement in 2010.
4. New Business
  - A. Wolvin reported about proposed changes to the core curriculum to include an oral component to the core curriculum requirements. The committee was responsive to the There is commitment to having an oral communication component within the core curriculum.
    - i. E. Toth added that members of the committee had favorable responses to the department's track record of COMM 107.
  - B. R. Gaines introduced a motion to the Assembly that the department recognize seven areas of research—the current four (rhetoric and political culture; persuasion and social influence; public relations; intercultural communication) with an additional three: health communication, media studies, and feminist studies.
    - i. T. Parry-Giles suggested seven areas of research: emphasizing faculty research in media studies and feminist studies

- ii. L. Aldoory asked if resource allocation will be affected by introduction of new areas.
- iii. E. Fink asked an operational question—how would this work
- iv. T. Parry-Giles suggests delinking areas of research from in admissions and in hiring, e.g. dropping question on graduate application that asks students to identify a research “track.”
- v. M. Turner asked, given our priority to solidify our brand/identity, that we clarify what we mean by “areas,” “sub-areas,” etc.
- vi. S. Parry-Giles suggests that we that we simply ...under this new approach we will have to let go of the idea of aligning graduate students with particular tracks.
- vii. B. Liu emphasizes the question of grant acquisition, which requires expertise within the department.
- viii. J. Klumpp motioned that we de-couple department resources from research tracks.
- ix. E. Fink suggests that the graduate application form ask applicants to identify areas of interest and faculty with whom they’re interested in working with.
- x. M. Turner suggests we make sure that faculty fit under more than one area of research. The greater implication is whether we can offer graduate seminars in these areas with the same depth.
- xi. M. Liu raised the point that with an average of 200 applications a year, graduate application committee members generally review applications that indicate particular areas of research.
- xii. E. Fink suggested that we either have a few areas or list faculty and their areas of research
- xiii. S. Parry-Giles concerned about increase in independent studies to accommodate students in absence of sufficient graduate seminar.
- xiv. K. Maddux suggests that we explore the number of seminars that could be offered in each proposed research area.
- xv. T. Donofrio raised concerns for graduate students
- xvi. M. Turner reiterated that students understand that tracks are a curriculum specific
- xvii. M. Liu suggested requiring students to select cognate areas within the department instead of outside.
- xviii. E. Fink moved the question.
- xix. X. Chan supports idea of removing emphasis on tracks but raised questions about graduate admission and graduate seminars development.
- xx. S. Parry-Giles raised questions about potential loss of depth in particular areas.
- xxi. L. Waks raised questions about “de-tracking” undergraduate program.
- xxii. X. Nan suggested that undergraduates benefit from “tracking” orientation to their degree program.
- xxiii. A. Wolvin asked about the implications of these changes for faculty workload.

- xxiv. J. Klumpp suggests that the proposed expansion of research areas is a conceptual move.
- xxv. T. Parry-Giles suggests that this would be the first step in strategic planning with questions of workload, credit for independent study, etc. to follow.
- xxvi. E. Fink called the question.
- xxvii. Motion carried.

C. J. Klumpp moves that the department be committed to working towards decoupling administrative processes of the department including resource allocation from a primary orientation towards research areas.

- i. D. Hample raised questions about resource allocation without focus on research areas.
- ii. E. Toth explained that we already allocate resources without primary focus on research areas.
- iii. Motion carried.

The meeting was adjourned at 11:42am.

Respectfully submitted,

Nneka Ifeoma Ofulue

Department of Communication Assembly  
March 5, 2010  
10 a.m. to Noon  
Skinner 2127

In attendance: E. Toth (Chair), K. Maddux, R. Gaines, M. Liu, T. Parry-Giles, S. Khamis, L. Aldoory, D. Hample, B. Liu, S. Parry-Giles, E. Fink, T. Donofrio, J. Klumpp, X. Nan

I. Agenda approved.

II. Minutes from December 4, 2009 approved with two corrections: Corrected X. Nan's name and added J. Klump and X. Nan in attendance.

III. Reports

A. E. Toth reported moving toward draft of strategic plan and will place on agenda for April and May assemblies.

B. E. Toth thanked faculty for support of Digital Humanities and Latin American Studies searches.

C. E. Toth updated on budget news.

- a. Will not have a budget cut this semester.
- b. Dean still unsure how much our cut will be for next year.
  - i. Welcomes creative ideas on graduate programs, Humanities Center collaborations, and interdisciplinary research.
- c. R. Gaines introduced motion to recommend to Dean that graduate students teach 3 autonomous courses a year or have equivalent work load if assisting faculty in classes.
- d. Seconded by D. Hample.
- e. Unanimous support for motion.
- f. J. Klumpp introduced motion as a recommendation for the Dean: Whereas the department of communication has diminished personnel resources for teaching over the last two years. Whereas changes in our LEP program that have been external to department have led to an increase in our majors that we would like to propose that in pursuit of the goal of a quality undergraduate education that is a part of the strategic plan it is time that attention be paid to hiring additional faculty to meet our load.
- g. Unanimous support.
- h. J. Klumpp provided additional information on Humanities Center. Ideas that would involve many departments working together and bringing outside people to provide lectures and curriculum are more likely to be funded.

- i. R. Gaines proposed that our department would be central to idea of civil rights from multiple perspectives.
  - j. S. Parry-Giles will take lead on putting together proposal for Dean on civil rights subject. R. Gaines volunteered to provide moral support. J. Klumpp volunteered to provide pragmatic support.
  - k. E. Toth noted that deadline for proposal is April 1. She will submit the proposal in behalf of the Department.
  
- D. E. Toth updated on PRSA recertification: Department will be recommend for recertification. E. Toth thanked faculty for their support throughout the process.
  
- E. E. Toth announced replacement for D. White. Mr. Ray Chang will start on March 22 as Program Management Specialist I, supporting the graduate program and reporting to the chair. E. Toth announced that the department has posted an ad to replace the COORDINATOR at Shady Grove and looking for resumes in next 3 weeks.
  
- F. S. Parry-Giles provided update on graduate admissions.
  
- G. S. Parry-Giles initiated discussion on proposed language to be added to Ph.D. Handbook to help clarify the comprehensive exam process and make the preparation more consistent for all students. Presented draft created by Graduate Committee as a first step.
  - 1. E. Fink introduced motion: It is the view of the graduate faculty in communication that academic dishonesty does not include sharing questions, answers, and reading lists from previous comprehensive exams.
  - 2. T. Parry-Giles seconded motion.
  - 3. D. Hample moved to remove reference to answers in motion.
  - 4. X. Nan seconded motion.
  - 5. E. Fink moved the question.
  - 6. Amendment failed: 5 for, 8 against, and one abstention.
  - 7. E. Fink called to question the original motion.
  - 8. Motion passed: 12 for, 1 against, and 1 abstention.
  
- H. R. Gaines reported on professional master's program survey.

#### IV. New Business.

- A. L. Aldoory announced that on April 8 from 1-3 the Provost and the Dean are attending the College Forum in Tawes Room 1100. All are welcome including graduate students.
- B. S. Parry-Giles announced that the Graduate Committee will hold open meetings on Fridays for anyone who wants to discuss changes to the graduate curriculum. Meeting times will be announced via email shortly.

The meeting was adjourned at 11:55 am.

Respectfully submitted,

Brooke Fisher Liu

Department of Communication Assembly  
April 2, 2010  
10 a.m. to Noon  
Skinner 2127

In attendance: E. Toth (Chair), K. Maddux, R. Gaines, T. Parry-Giles, L. Aldoory, D. Hample, B. Liu, S. Parry-Giles, E. Fink, A. Samek, J. Klumpp, X. Nan, N. Ofulue

I. Agenda Approved.

II. Minutes of March 5, 2010 meeting approved with minor changes.

III. Reports.

- A. E. Toth provided chair report.
- B. S. Parry-Giles reported on Fall graduate admissions.
- C. S. Parry-Giles reported on Draft Language on Ph.D. comprehensive exams.
  - 1. S. Parry-Giles (committee chair) moved draft to vote.
  - 2. J. Klumpp suggested change in language: “Should meet the semester before to prepare the exam plan.”
  - 3. E. Fink moved to amend the main motion as follows: “The advisor and the graduate student should meet early in the student’s program and should meet to discuss procedures for the comprehensive exam the semester before.”
  - 4. Amendment carries: 1 opposed. 10 in support.
  - 5. R. Gaines proposed a motion that a form be created that lists responsibilities of advisors in meetings with graduate students each year, those responsibilities to be determined by the Graduate Studies Committee.
  - 6. R. Gaines added friendly amendment to add form to Ph.D. and M.A. Handbooks.
  - 7. T. Parry-Giles called the question the amendment.
  - 8. Amendment carries: 6 in favor, 3 opposed, and 2 abstentions.
  - 9. D. Hample called into question “major area” and “subject area” portions of exam – suggested only having “major area” and “method.”
  - 10. Motion carries: 6 in favor, 3 against, and 2 abstentions.

V. New Business.

- A. Continuation of the discussion to re-envision the graduate program.
- B. R. Gaines moved that the department adopt in its graduate program a degree path that offers a combined M.A./Ph.D.
- C. L. Aldoory seconded motion.
- D. E. Fink called the question.
- E. Motion carries: 10 in favor and 2 against. Meeting scheduled for April 9 at 2:00 p.m. to further discuss the combined M.A./Ph.D. option.

Meeting adjourned at 11:55 a.m.

Respectfully submitted,

Brooke Fisher Liu

## Department Assembly, May 7, 2010

In attendance: E. Toth (Chair), T. Donofrio, E. Fink, L. Waks, L. Aldoory, T. Parry-Giles, D. Hample, J. Klumpp, S. Parry-Giles, R. Gaines, X. Nan, K. Maddux, S. Khamis, and N. Ofulue

1. Agenda approved
2. Minutes from April 2<sup>nd</sup>, 2010 approved.
3. Old Business
  - A. Chair's Report I
    - i. Expressed gratitude for faculty service to the department through the year.
    - ii. Department FY 2010-11 budget cut of \$50k.
    - iii. (L. Waks) Spring Graduation, May 21, 2010 (2:30-4pm) – changes have been made to accommodate multiple ceremonies and twice as many graduates.
    - iv. Special guests: Chris Finnegan, commencement speaker, and two members of the Board of Trustees.
4. New Business
  - A. Re-visioning the Grad Program (S. Parry-Giles)
    - i. Graduate cmte motion to endorse BA to PhD in Communication plan of study (stipulated: the submitted plan will reflect COMM 700).
    - ii. Graduate cmte motion to endorse MA to PhD in Communication plan of study (stipulated: COMM 700 is purposely not included in the plan; incoming grad students can opt out if they have had an equivalent course).
    - iii. Motion to substitute BA to PhD in Communication plan with his (made by J. Klumpp). Substitute motion did not carry.
    - iv. Return to grad cmte's original motion (4.A.i.). Motion carried unanimously.
    - v. Motion to amend grad cmte's original plan (stipulated: COMM 700 is added as required course of the MA to PhD plan; raising total hours to degree from 27 to 30). Motion did not carry.
    - vi. Return to grad cmte's original motion (4.A.ii). Motion carried.
  - B. SAC recommendations (J. Klumpp)
    - i. 1<sup>st</sup>: The committee recommends that the department sever its merit review process from FAR. Motion did not carry.
    - ii. 2<sup>nd</sup>: We recommend instead that the department's merit criteria be revised to permit future committees to evaluate satisfactorily with information provided on the FAR form. (See submitted proposal).
    - iii. Motion to substitute SAC's original recommendation B.ii. with: (a) annually the Salary Advisory Cmte is to inform the faculty who will be reviewed of the relevant criteria that will be used to evaluate merit, and (b) SAC to use the criteria

to the extent possible based on the information that the faculty provide. Motion carried.

iv. Vote taken on substitute motion. Motion carried.

5. Graduate Committee: Consideration of D. Cai Request for Special Membership on Graduate Faculty and Exception to Policy
  - A. Two questions
    - i. Special membership to serve on student graduate committees
    - ii. Special membership to include ability to serve as co-advisor on graduate committees.
  - B. Motion made to approve D. Cai for Special Membership to Graduate Faculty. Motion carried unanimously (1 recusal—E. Fink).
  - C. Motion made to D. Cai's request to chair/co-chair for the stated four graduate students. Motion did not carry (1 recusal—E. Fink).
  - D. Motion made that D. Cai's be granted to co-chair graduate student committees for those students who had advanced to candidacy by the time she left. Motion carried unanimously (1 recusal—E. Fink).
6. Meeting Adjourned at 12:10pm.

Respectfully submitted,  
Nneka Ifeoma

## Plan of Study Requirements for Student Entering PhD program with BA/BS in Communication

- A. Minimum pre-dissertation coursework totals 48 credits.
1. Methods and Foundations Requirement. 12 credits. Students must complete 6 credits through one of the following sequences:
    - a. *Quantitative*: COMM 702 and COMM 703. (Prerequisites to COMM 702 such as COMM 600 cannot be used to satisfy the 12-hour requirement. Additional coursework may be required depending upon preparation in statistics.)
    - b. *Historical/Critical*: COMM 711 and COMM 712.
    - c. *Qualitative*: COMM 714 and COMM 715.
    - d. 6 additional credits in methods/foundations credits within or outside department.
  2. Theory Requirement. 3 credits. Students must complete one of the following (a second theory course is strongly recommended):
    - a. COMM 602 Communication Theory
    - b. COMM 630 Communication Management
    - c. COMM 652 Rhetorical Theory
  3. Cognate Area Outside Department. 6 credits. Contributes to later dissertation research. Typically drawn from single academic discipline. May be drawn from coherent combination of disciplines with Advisory Committee approval.
  3. Area of Specialization. 15 credits.
  4. COMM 898—Pre-Candidacy Research. Minimum 1 credit each fall and spring semester between completion of Plan of Study and Advancement to Candidacy, if applicable. (Eligibility for Candidacy requires passing Prospectus Examination).
  5. COMM 899—Doctoral Dissertation Research. Minimum 12 credits.
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## Plan of Study Requirements for Student Entering PhD program with MA in Communication\*

- A. Minimum pre-dissertation coursework totals 27 credits.
1. Methods and Foundations Requirement. 12 credits. Students must complete 6 credits through one of the following sequences:
    - a. *Quantitative*: COMM 702 and COMM 703. (Prerequisites to COMM 702 such as COMM 600 cannot be used to satisfy the 12-hour requirement. Additional coursework may be required depending upon preparation in statistics.)
    - b. *Historical/Critical*: COMM 711 and COMM 712.
    - c. *Qualitative*: COMM 714 and COMM 715.
    - d. 6 additional credits in methods/foundations credits within or outside department.

2. Cognate Area Outside Department. 6 credits. Contributes to later dissertation research. Typically drawn from single academic discipline. May be drawn from coherent combination of disciplines with Advisory Committee approval.
3. Area of Specialization. 9 credits.
4. COMM 898—Pre-Candidacy Research. Minimum 1 credit each fall and spring semester between completion of Plan of Study and Advancement to Candidacy, if applicable. (Eligibility for Candidacy requires passing Prospectus Examination).
5. COMM 899—Doctoral Dissertation Research. Minimum 12 credits.

\*This assumes that a student with an MA in Communication has successfully undertaken courses that are functionally equivalent to the following: (a) an introduction to graduate study, (b) a theory course in communication, (c) two courses related to the student's general area of research interest