

Department of Communication

Assembly Minutes

August 29, 2011

Those in attendance: E. Toth (Chair), E. Fink, E. Gardner, R. Chang, T. Parry-Giles, D. Hample, M. Liu, X. Nan, K. Maddux, S. Khamis, B. Liu, L. Waks, A Wolvin, J. Hoffman, N. Ofulue.

- I. Approval of the agenda by acclamation on motion of D. Hample and second of T Parry-Giles.
- II. Approval of the minutes of the May 6, 2011, meeting, after request that future minutes contain names of those who make motions and second motions, on motion of D. Hample and second of T. Parry-Giles.
- III. Election of Faculty Advisory Committee
 1. First member elected: Xiaoli Nan
 2. Second member elected: Trevor Parry-Giles
 3. Third member elected: Andrew Wolvin
- IV. The meeting was the adjourned at 2:10PM.

Respectfully submitted,

Ray Chang

Corrected 9/15/11

Department of Communication

Assembly Minutes

September 9, 2011

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, T. Parry-Giles, D. Hample, M. Liu, X. Nan, K. Maddux, S. Khamis, B. Liu, L. Waks, A Wolvin, J. Klumpp, N. Ofulue.

- I. Approval of the Agenda, as amended to include items by J. Klumpp, on motion of D. Hample and second of S. Khamis.
- II. Approval of the minutes of the August 29, 2011 meeting with minor corrections on motion of T. Parry-Giles and second of B. Liu.

Committee Reports

- III. T. Parry-Giles, chair of the Faculty Advisory Committee, reported on the Department Committee assignments for the 2011-12 academic year. These assignments were distributed by email and are posted on the Department website.
- IV. T. Parry-Giles moved that the proposed slate for membership on the 2012 Salary Advisory Committee, composed of D. Hample, J. Klumpp, and K. Maddux, be adopted. This slate was adopted unanimously by secret ballot.

Old Business

- V. J. Klumpp, chair of the Graduate Program Committee, reported that with the transition to the new doctoral program, students will need to file plans of study by the end of their first semester. This would require the Department offering a three-year cycle of graduate courses to be offered. He will be holding an orientation session for the new graduate students and their contact advisors on Sept. 16 to provide information on how students should begin building their plans of study.

New Business

- VI. E. Toth introduced X. Nan who has agreed to be the director of the Communication Research and Education Center (to include supervising SONA and the Department's Survey Monkey) and also the director of the Center for Health, Communication & Risk (CHCR). X. Nan reported that she would be working on a strategic plan for the Communication Research and Education Center to be housed in the Department's space in Taliferro Hall. Within this space, the expectation is that the CHCR, the Center for Political Communication and Civic Leadership, and the proposed Translation/Interpretation master's programs would be housed. The space would be made more multi-functional for other research and education uses by the Department.
- VII. T. Parry-Giles reported that the FAC will be looking at ways to make the Department hallway more attractive to visitors.

- VIII. He also reported on a new field committee on Film Studies that is being developed for the purpose of creating a cross-disciplinary minor.
- IX. Dr. Khamis asked colleagues to contribute to the Department's social fund. Checks should be made out to "The Department of Communication."
- X. D. Hample inquired about the plans for implementing the GENED program to be launched in the Fall of 2012. E. Toth reported that she had not received any new information but would report on this at the next Assembly meeting.
- XI. The Meeting was adjourned at 11: 20.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

October 7, 2011

Those in attendance: E. Toth (Chair), E. Fink, E. Gardner, R. Chang, T. Parry-Giles, D. Hample, K. Maddux, S. Khamis, L. Waks, A Wolvin, J. Klumpp, N. Ofulue.

- I. Approval of the Agenda on motion of D. Hample and second of J. Klumpp.
- II. Approval of the minutes of the September 9, 2011 meeting on motion of D. Hample and second of J. Klumpp.

Reports

- III. L. Waks, Director of Undergraduate Studies, reported on
 - a. Shady Grove Program.
 - b. Undergraduate Program Assessment.
 - c. Undergraduate computer lab plan.
- IV. J. Klumpp, Director of Graduate Studies, requested endorsement of the nomination of Monique Turner as a special member of the Department Graduate Faculty. The assembly voted and passed the nomination with 8 YES, 1 NO, and no abstentions.
- V. E. Toth provided updates on the Oral Communication Requirement for the General Education Program and the Department's Advisory Board.

New Business

- VI. The Department of Communication's graduation ceremony will be held at the Memorial Chapel on December 22, 2011 at 10AM.
- VII. The Meeting was adjourned at 11: 15AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

November 4, 2011

Those in attendance: E. Toth (Chair), E. Fink, E. Gardner, R. Chang, T. Parry-Giles, D. Hample, K. Maddux, S. Khamis, B. Liu, X. Nan, M. Liu, L. Waks, A Wolvin, J. Klumpp, N. Ofulue.

- I. Approval of the Agenda on motion of J. Klumpp and second of D. Hample.
- II. Approval of the minutes of the October 7, 2011 meeting with one correction (It should be Graduation Ceremony, not Graduate Ceremony in item VI), on motion of E. Fink and second of D. Hample.

Reports

- III. Chair's Report
 - a. No merit raise in 2012. In SY 2013, there could be a \$750 bonus and COLA.
 - b. No budget cut but resource reallocation is to be continued.
 - c. On motion of E. Fink and second of J. Klumpp - "The department of Communication wants to participate in the University's General Education Program, and more specifically, the Oral Communication requirement, but is reluctant to do so unless the requirement can be of high quality. Therefore, the department requests that the chair seek the resources indicated by the Departmental Assembly today as essential for this requirement to succeed." Motion carried unanimously.
- IV. J. Klumpp, Director of Graduate Studies, announced that the Graduate Recruiting Open House event at NCA is to be held on Thursday, November 17, 2011. J. Klumpp reported that he will be bringing forward a graduate program rubric for discussion as requested for graduate program assessment.

Announcement

- V. Dean Bonnie Dill is to attend the Department's December Assembly meeting.
- VI. The Department's holiday party will be held on December 9, 2011.
- VII. The Meeting was adjourned at 11: 15AM.

Respectfully submitted,

Ray Chang