

Department of Communication

Assembly Minutes

August 29, 2014

Those in attendance: E. Toth (Chair), R. Chang, S. Parry-Giles, D. Hample, J. Klumpp, M. Murray-Yang, E. Sommerfeldt, S. Khamis , L. Waks, A. Wolvin, A. Atwell-Seate, B. Liu, N. Joyce, L. Anderson, and M. Fitzmaurice.

- I. Approval of the Agenda on motion of B. Liu and second of E. Sommerfeldt.
- II. Approval of the minutes of the May 2, 2014 meeting on motion of J. Klumpp and second of R. Gaines.

Reports

- III. Election of Faculty Advisory Committee
 - a. By secret ballot, J. Klumpp, M. Murray-Yang, E. Sommerfeldt were elected members of the 2014-2015 school year Faculty Advisory Committee.

A. The meeting was the adjourned at 10:30 a.m.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

September 12, 2014

Those in attendance: E. Toth (Chair), R. Chang, S. Parry-Giles, T. Parry-Giles, S. Khamis, M. Murray-Yang, E. Sommerfeldt, L. Waks, A. Atwell-Seate, B. Liu, N. Joyce, R. Gaines, J. Klumpp, X. Nan, D. Hample, M. Fitzmaurice, K. Kendall.

- I. Approval of the Agenda on motion of R. Gaines and second of A. Atwell-Seate.
- II. Approval of the minutes of August 29, 2014 meeting as corrected to note attendance of D. Hample, M. Murray-Yang, J. Klumpp, and N. Joyce on motion of D. Hample and second of N. Joyce.
- III. On nomination of the Faculty Advisory Committee, the Assembly unanimously elected R. Gaines, B. Liu, and N. Joyce to serve on the Salary Advisory Committee.
- IV. K. Kendall announced that the Department of Communication will hold a reception at the National Communication Association conference on Friday, Nov. 21st from 7 to 9 p.m. in the Hilton for all faculty, graduate students, alumni, friends, prospective graduate students, etc. Please plan to attend and spread the word to all. She will be working with COMMgrads to plan the event.
- V. The following lecturers were unanimously approved for Graduate Adjunct Faculty Status for the GSIT Program on nomination of S. Parry-Giles and second of D. Hample:

Tom Afton
Taoufik Ben Ammar
Nina Behrens
Mahmoud A. Elgibali
Mark Green
Guiling Hu
Hsin-Yi Huang
Suha Lee Kremin
Yong-Ha Lee
Hyunju McDonald
Alison C. Moses
Kelly A. Moudy
Monique M. Roske
Susana Santangelo
Jamie Wright
Tang Yu
- VI. The meeting was the adjourned at 10:30 a.m.

Respectfully submitted,
Ray Chang

Department of Communication

Assembly Minutes

October 3, 2014

Those in attendance: E. Toth (Chair), S. Khamis, M. Murray-Yang, R. Chang, E. Sommerfeldt, L. Waks, A. Wolvin, K. Maddux, A. Westcott-Baker, and B. Liu, N. Joyce, L. Anderson, R. Gaines, X. Nan, D. Hample, M. Fitzmaurice.

- I. Approval of the Agenda on motion of S. Khamis and second of D. Hample.
- II. Approval of the minutes of September 12, 2014 meeting on motion of D. Hample and second of E. Sommerfeldt.

Reports

- III. E. Toth reported on her meeting with the Dean and her staff regarding the department's planning goals and challenges for the 2014-15 school year.
- IV. Three program changes to the Ph. D. handbook were passed unanimously on motion of the graduate studies committee: (1) Section IA1c requires students to complete 6 credits through classroom instruction of the department's 3 methods sequences; Section IIB requires students to have finalized plans of study on the last day of classes in the semester preceding their comprehensive exams, "except in extraordinary circumstances"; and IG2 requires final plans of study to be approved by advisory committees by the last day of classes in the semester preceding the students' comprehensive exams, "except in extraordinary circumstances" (see attached).
- V. E. Sommerfeldt reported on the Senate's newly passed revisions to University APT policies and guidelines.
- VI. A brief meeting of the graduate faculty was held after the Assembly's regular meeting. On motion of K. Maddux and second of R. Gaines, Dr. Meina Liu was unanimously endorsed for graduate faculty status.
- VII. The meeting was the adjourned at 10:45AM.

Respectfully submitted,

Ray Chang

Approved changes and Amendment to the PhD handbook
October 3, 2014

Add language to section IA1c, so it would read as follows:

Methods and Foundations Requirement. 12 credits. Students must complete 6 credits, through classroom instruction, in one of the following sequences:

- 1) *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.)
- 2) *Historical/Critical*: COMM 711 and COMM 712.
- 3) *Qualitative*: COMM 714 and COMM 715.
- 4) 6 additional credits in methods/foundations credits within or outside the department.

Add language to section IIB, so it would read as follows:

Comprehensive Examination shall be conducted according to the Plan for Comprehensive Examination approved by the Advisory Committee. That plan must be finalized by the last day of classes the semester preceding the exams (by the end of spring for fall exams, and by the end of fall for spring exams). Except in extraordinary circumstances, any changes in exam plans after that date will result in delaying the exams by one semester.

Add section IG2, which would read as follows:

The final Plan of Study must be approved by the Advisory Committee by the last day of classes the semester preceding the student's comprehensive exams (the final week of fall for spring exams, and the final week of spring for fall exams). Except in extraordinary circumstances, any changes to the Plan of Study after that time will result in delaying the exams by one semester.

Department of Communication

Assembly Minutes

November 7, 2014

Those in attendance: E. Toth (Chair), S. Khamis, M. Murray-Yang, R. Chang, E. Sommerfeldt, L. Waks, K. Maddux, A. Westcott-Baker, A. Atwell-Seate, T. Parry-Giles, B. Liu, N. Joyce, L. Anderson, R. Gaines, D. Hample and M. Fitzmaurice.

- I. Approval of the Agenda on motion of B. Liu and second of S. Khamis.
- II. Approval of the minutes of Oct. 3, 2014 meeting with correction (add A. Atwell-Seate to the attendance list) on motion of E. Sommerfeldt and second of N. Joyce.
- III. Reports

On motion of T. Parry-Giles and second by B. Liu, the Assembly unanimously voted in principle to have three graduate research areas (rather than seven). These areas are communication science; public relations; and rhetoric and political culture.
- IV. Announcements:
Commencement will be held on Dec. 21, 2014 (Sunday) at 1pm. The keynote speaker will be Mr. Andrew J. Sherman, Esq. Attorney/partner with Jones Day.
- V. The meeting was the adjourned at 10:45AM.
- VI. The Graduate Faculty met to discuss dismissal of a graduate student. Motion to dismiss approved.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

December 12, 2014

Those in attendance: E. Toth (Chair), A. Wolvin, M. Murray-Yang, R. Chang, T. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, D. Hample, M. Fitzmaurice, J. Fraustino, J. Klumpp, N. Joyce, L. Anderson A. Westcott-Baker, A. Atwell-Seate and B. Liu.

- I. Approval of the Agenda on motion of J. Klumpp and second of E. Sommerfeldt.
- II. Approval of the minutes of the November meeting on motion of A. Wolvin and second of N. Joyce.
- III. Chair's report on University Budget News.
- IV. B. Liu on Admission progress.
- V. The report on Recommendations on Research and Graduate Curriculum Areas as presented by the Faculty Advisory Committee was adopted with two amendments (final recommendations below). Approved were two instead of three graduate seminars in the subject matter and a correction in the next section naming research areas to "Rhetoric and Political Culture."
 - A. We recommend adoption of the Graduate Committee's formulation of the minimum criteria for something to be listed as a Graduate Curricular Area: (1) Offering of at least two graduate seminars in the subject matter of the area every year (excluding methods and theory courses required of graduate students). (2) At least three tenured/tenure-track faculty who teach courses in the area.
 - B. We endorse the Graduate Committee's assessment that three areas currently meet these criteria, and they should be called: Communication Science, Public Relations, and Rhetoric and Political Culture. We recommend adoption of those as the designated Graduate Curriculum Areas.
 - C. We recommend that those with interest in each of these three Graduate Curriculum Areas develop a statement that: (1) describes the focus of the area, and (2) captures the richness of sub-interests approaches of students and faculty within that area.

D. We recommend that in advertising and website material the department separate discussions of “Faculty Research Interests” and “Graduate Curriculum Areas.” We recommend against listing faculty classified within Graduate Curriculum Areas. *Faculty Research Interests* should be listed instead, and should generally offer more specificity than simply listing the Graduate Curriculum Areas within which the faculty member teaches.

E. To provide a more fulsome characterization of our common research enterprise, we recommend that the department seek and publicize a theme that unites our diverse interests.

VI. Graduation Commencement will be held Dec. 21, 2014 at the University Chapel .

VII. The meeting was adjourned at 11: 55AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

February 6, 2015

Those in attendance: E. Toth (Chair), A. Wolvin, M. Murray-Yang, R. Chang, S. Parry-Giles, E. Sommerfeldt, D. Hample, M. Fitzmaurice, J. Klumpp, N. Joyce, A. Westcott-Baker, A. Atwell-Seate and B. Liu, L. Waks, K. Maddux and R. Gaines.

- I. Approval of the Agenda on motion of A. Westcott-Baker and second of N. Joyce.
- II. Approval of the minutes of the December 12, 2014 meeting on motion of E. Sommerfeldt and second of D. Hample.

Reports

- III. Chair's report on University Budget Picture.
- IV. GSIT Outcomes Assessment Rubrics was approved unanimously (attached).
- V. Comps process proposed changes were approved with 1 NO and 1 Abstention (attached).
- VI. M. Murray-Yang volunteered as the department's representative for the ARHU Collegiate Council.
- VII. The meeting was adjourned at 11: 45AM.

Meeting of the Graduate Faculty

- VIII. In a meeting of the graduate faculty following the assembly meeting, Dr. Deb Cai was unanimously endorsed for special graduate faculty status on motion of J. Klumpp and second of A. Westcott-Baker.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

May 1, 2015

Those in attendance: E. Toth (Chair), A. Wolvin, M. Murray-Yang, R. Chang, S. Parry-Giles, E. Sommerfeldt, D. Hample, M. Fitzmaurice, J. Klumpp, N. Joyce, A. Westcott-Baker, B. Liu, L. Waks, K. Maddux, J. Gowin, L. Anderson, E. Fink, R. Gaines.

- I. Approval of the Agenda on motion of E. Fink and second of E. Sommerfeldt.
- II. Approval of the minutes of the March 27 meeting on motion of J. Klumpp and second E. Fink.

Reports

- III. E. Toth provided Annual Report to the Department.
- IV. J. Klumpp provided report on behalf of Faculty Advisory Committee.
 - A. J. Klumpp announced the updated Priorities on Common Spaces recommended and accepted by the chair (attached).
 - B. On unanimous vote, the Assembly approved revisions to the Faculty Affiliate appointment process (attached).
 - C. J. Klumpp presented recommendations on improving the department colloquium. Assembly members spoke to the importance of the colloquium to the COMM community.
 - D. J. Klumpp presented an end-of-the-year report of FAC activities.
 - E. On motion of E. Fink and second of A. Wolvin, the Assembly unanimously recommended that the tables and chairs missing from the SKN common area be replaced.
- V. Undergraduate Re-envisioning Committee Report by L. Waks.
 1. On motion of R. Gaines and second of N. Joyce, the Assembly recommends that the Undergraduate Committee install 2 required communication theories and principles courses.
 2. On motion of K. Maddux and second of E. Sommerfeldt, the Assembly advises the Undergraduate Committee to include one research methods course. Motion carried with two abstentions.
 3. On motion of L. Anderson 2nd by E. Fink, the Assembly unanimously approved of the re-envisioned basic framework of categories.

4. And, another recommendation made by Andy was that the title of the first category be changed from Performance courses to Oral Communication.

VI. The meeting was adjourned at 11: 45AM.

Respectfully submitted,

Ray Chang

Priorities on Use of Common Spaces

Recommended by the Faculty Advisory Council and adopted by the Chair in April 2015

All required reservations (except those for the graduate computer lab) should be made through the departmental online scheduling system: www.umd.mywconline.net. Training for using the online system is available at <https://www.youtube.com/watch?v=3PEhQOJaZnE>

Reservations take precedence over last minute (within a calendar week) higher priority requests. Access, based on higher priority, to rooms already reserved should generally be negotiated with the instructor holding the reservation. In case of disputes in use of space, see Lillie in 2130 Skinner.

Seminar Rooms (2127 and 3117 Skinner)

Priorities

1. Regularly scheduled graduate level (600/700 level) classes.
2. Departmental meetings (COMMGRADS, Committees, or Departmental Assembly)
3. Meetings with graduate students of five or more, including special meetings of graduate classes, graduate oral examinations, and meetings of advisory and dissertation committees.
4. Service meetings sponsored by members of the faculty.
5. Individual instructional conferences including proctored make-up exams
6. Research-related activities sponsored by members of the department

Generally:

1. Courses of more than 20 enrollees, and all undergraduate courses (including bridge courses) should not be scheduled in the seminar rooms
2. Trash picked up and lights off when finished using the rooms. After the departmental office has closed, also lock the hall doors when using 2127.

Conference Room (0105 Skinner)

Except for graduate scheduling needs, the Conference Room gives priority to uses which require short term booking. For uses that require long-term booking, departmental members should understand that higher priority uses may displace these long-term bookings anytime up to a week before the booking. Those looking to book rooms long-term are encouraged to book in seminar rooms first.

Priorities

1. Regularly scheduled Graduate level classes of appropriate size *when seminar rooms are fully booked at the time.*

2. Graduate examinations and meetings of advising or dissertation committees *when seminar rooms are fully booked at that time*
3. Oral Communication Center (OCC) consultations *when 2117 is booked to capacity.*
4. Individual instructional conferences including proctored make-up exams and GSIT practice activities.
- 5.
6. Departmental meetings (Committees or Undergraduate Organizations) of appropriate size.
7. Research-related activities sponsored by members of the department
8. Non-departmental service meetings sponsored by members of the faculty
- 9.
10. Study space for students from the department

Generally:

1. Activities of more than 10 people should not be scheduled in the Conference Room.
2. Windows should be closed, trash picked up, lights and computer turned off, and door locked when finished using the room.

Special Use Rooms

The following rooms are generally not scheduled through the online system and should be scheduled only by contact with the supervisor of the room

CHRC Research Center (3115 Skinner)

Supervisor: Xiaoli Nan

Priorities:

1. Research activities sponsored by members of the Center
2. Research activities sponsored by members of the Department of Communication.
3. Work and meeting space for Center staff, research teams, and working groups.
4. Teaching activities uniquely taking advantage of the resources of the center.
5. Center only to be used with a valid reservation for CHRC space.
6. Windows should be closed, lights off, and door locked when completing use of the space.

Oral Communication Center (2117 Skinner)

Supervisor: Rowie Kirby-Straker

Priorities

1. Walk in and scheduled lab hours.
2. Research and training activities in conjunction with the Oral Communication Program.
3. Research that uniquely requires the observational capabilities of the Center.
4. Other activities related to the development of speaking and listening competence.
5. Other activities for which other suitable departmental space is unavailable.

Consider -
Affiliate Faculty

Procedure for Nomination and Approval of Affiliate Faculty Members

- I. Any faculty member may suggest to the Faculty Advisory Committee a person to be considered for affiliate status. The faculty member forwarding the nomination shall include a copy of the person's Curriculum Vita and an explanation of the relationship of the person's research to our departmental mission.
- II. ~~Given suggestions from the faculty, the Faculty Advisory Committee shall review the material and may nominate individuals for this status~~ the person for affiliate status.
- III. ~~Such nominees are then~~ will be invited to deliver a presentation at a departmental colloquium.
- III. After the colloquium, the Faculty Advisory Committee may support the nominee's obtaining affiliate status by recommending this appointment to the department's Appointment, Promotion, and Tenure Committee. Departmental Assembly will vote to end the process or to send the nomination to the Chair.
- IV. If the Appointment, Promotion, and Tenure Committee endorses the recommendation by a majority vote, the Departmental Assembly will be asked to recommend this appointment to the Chair.
- V. If the Departmental Assembly makes this recommendation and it is supported by the Chair, concur in the appointment, the Chair shall invite the nominee and ask the nominee's unit head to approve this appointment.

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Approved February 2, 2001

Undergraduate Program Objectives:

Understanding Communication

Graduates gain understanding of communication processes in a variety of contexts;

Applied communication skills:

Graduates apply communication skills in diverse environments;

Graduates develop and demonstrate leadership in decision making and problem solving.

Communication and technology proficiency:

Graduates acquire ability in using new media to inform, educate and influence others and achieve professional recognition in the workplace.

A General Template for Course Sequencing in a BA in Communication

Total number of credits: 40 (of 120 needed for graduation)

In the re-envisioned plan, we propose a model for a BA in Communication. The model presents a template that will allow for different sequencing options for students based on prerequisites required to enroll in advanced courses.

The requirements of all majors:

Performance Courses - Required	
<i>All students must take one course (3 credits)</i>	
Rationale: The University of Maryland specifies oral communication skills as one of the required learning outcomes. NACE research has found that employers across industries rank the ability to effectively communicate orally as the most important skill they seek in new employees.	
Courses: Communication: Principles & Practices (107) Critical Thinking and Speaking (200) Argumentation & Debate (230)	These courses meet a common set of standards for oral communication; COMM107 and COMM200 meet the university's General Education requirements.

Oral Communication

Modes of Communication Inquiry – Required
<i>Required of all students COMM250 (3 credits)</i>
Rationale: This course introduces students to the major modes of communication inquiry including major theory and research traditions (humanistic, social scientific and critical cultural approaches). Adam Richards's research has demonstrated that students perform better in upper level courses if they have successfully completed lower level survey courses (i.e. COMM 250: Introduction to Communication Inquiry).

Fundamentals of Communication Skills: Statistics and Grammar – Required
<i>Required of all students 1 course in Statistics (3 credits) and 1 course in Grammar (1 credit)</i>
Rationale: Statistics: The University of Maryland specifies science and quantitative reasoning skills as one of the required learning outcomes. NACE research has found that employers across industries would prefer students with analytical and quantitative skills. Grammar: The University of Maryland specifies writing skills as one of the required learning outcomes. NACE research has found that employers across industries would prefer students with ability to effectively communicate in writing. Knowledge of grammar is essential to effective writing.
<i>All students must take</i> One of the statistics courses that currently serve as part of our gateway: BGMT 230, STAT 100, EDMS 451, CCJS 200, PSYC 200, SOCY 201 <i>And</i> One credit English grammar course (ENGL 281).

Procedure for Nomination and Approval of Affiliate Faculty Members

- I. Any faculty member may suggest to the Faculty Advisory Committee a person to be considered for affiliate status. The faculty member forwarding the nomination shall include a copy of the person's Curriculum Vita and an explanation of the relationship of the person's research to our departmental mission.
- II. ~~Given suggestions from the faculty, the Faculty Advisory Committee shall review the material and may nominate individuals for this status~~ the person for affiliate status.
- III. ~~Such as~~ Nominees are then will be invited to deliver a presentation at a departmental colloquium.
- III. After the colloquium, the Faculty Advisory Committee may support the nominee's obtaining affiliate status by recommending this appointment to the department's Appointment, Promotion, and Tenure Committee. Departmental Assembly will vote to end the process or to send the nomination to the Chair.
- IV. If the Appointment, Promotion, and Tenure Committee endorses the recommendation by a majority vote, the Departmental Assembly will be asked to recommend this appointment to the Chair.
- V. If the Departmental Assembly makes this recommendation and it is supported by the Chair, concur in the appointment, the Chair shall invite the nominee and ask the nominee's unit head to approve this appointment.

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Approved February 2, 2001