

Department of Communication
Assembly Minutes
August 26, 2016

Those in attendance: S. Parry-Giles, Chair, A. Atwell-Seate, A. Wolvin, B. Fisher-Liu, C. Steele, C. Woods, D. Hample, D. Pfister, E. Sommerfeldt, E. Toth, K. Maddux, K. Kendall, L. Anderson, L. Waks, N. Joyce, S. Khamis, T. Parry-Giles, X. Nan, Y. Slosarski.

- I. The following people were elected to the Faculty Advisory Committee:
 - A. Anita Atwell-Seate
 - B. Erich Sommerfeldt
 - C. Brooke Fisher Liu
- II. The following professors were recommended for adjunct faculty status to the Graduate School:
 - A. Andrew Lawless
 - B. Yuli Wang
 - C. Yuri Menis
- III. K. Kendall announced that the NCA party is to be held on Friday, November 11th from 7:00-9:00pm in the Main Convention Marriott Hotel in Philadelphia. Everyone is encouraged to attend.

Meeting is adjourned at 2:57 pm.

Respectfully Submitted,
TC Anthony

DEPARTMENT OF COMMUNICATION
Department ASSEMBLY Minutes
December 2, 2016

Those in Attendance: S. Parry-Giles (Chair), L. Aldoory, L. Anderson, A. Atwell Seate, C. Bokal, J. Gowin, M. Guerinot, D. Hample, B. Liu, M. Murray Yang, X. Nan, D. Pfister, Y. Slosarski, E. Sommerfeldt, C. Steele, E. Toth, L. Waks, A. Wolvin, C. Woods

- I. Approval of the agenda as amended (removed incorrect date on announcements) (moved by D. Pfister and seconded by B. Liu).
- II. Approval of the November 4, 2016 minutes (moved by E. Toth and seconded by X. Nan).
- III. Chair's Report:
 - a. S. Parry-Giles encouraged people to submit accomplishments and announcements for social media posts.
 - b. S. Parry-Giles provided an update on the Presidential Post-Doc applications. COMM did not support applications because departments were required to cover half of the stipend costs.
 - c. S. Parry-Giles announced that the re-carpeting of the hallways will take place over winter break.
 - d. S. Parry-Giles reported that discussions about space reallocation will take place in the spring 2017 semester.
 - e. S. Parry-Giles announced the Gallup workplace initiative presentations will take place in February and March. These presentations are open to staff, professional-track faculty, and tenure-track faculty—those invited by UMD officials to participate in the Gallup survey.
 - f. S. Parry-Giles reported on the request to add COMM 107 sections for spring 2017.
 - g. S. Parry-Giles reported on pending budget cuts for FY17.
- IV. Reports:
 - a. A. Wolvin reported on recent success of Terp Talks.
 - b. X. Nan provided an update on the search for the new faculty hire in Communication Science; she encouraged people to send feedback to the search committee.
 - c. L. Waks reported on the Undergraduate Studies Committee and reminded everyone about December commencement (see date and time below).
 - d. L. Aldoory and X. Nan reported on the Graduate Studies Committee; comments on applications are to be sent to X. Nan by January 7, 2017.
 - e. B. Liu reported on Faculty Advisory Committee, including the departmental holiday bowling party and the upcoming climate task force meetings.
 - f. C. Steele reported on the upcoming reading groups and incubator sessions sponsored by the African American History, Culture and Digital Humanities project. To register, go to: aadhum.umd.edu.

- g. A. Atwell Seate reported on the work of ARHU's Collegiate Council, which included funding options for PTK promotions and the progress for developing ARHU's strategic plan.
- V. Discussion/Action Items:
- a. The new grants and contracts process was approved (moved by B. Liu and seconded by L. Waks).
 - b. The PhD Handbook was revised as follows: The Advisor must forward questions and a list of which exams are in camera and which are take-home via email to the Graduate Director or designated exam proctor by the first week of the semester the examination will be taken (moved by E. Toth and seconded by L. Anderson).
 - c. The following addition was approved for the Graduate Student Annual Evaluation: What semester did you complete coursework? (enter N/A if not yet completed) _____ ; If you have not completed coursework yet: What date do you expect to complete coursework? _____ (moved by E. Toth and seconded by L. Waks).
 - d. L. Waks led a discussion of the undergraduate re-envisioning process with a focus on applied communication courses and internships.
- VI. Announcements:
- a. Departmental Commencement—on December 21, 2016 at 3:30pm in the Clarice Smith Performing Arts Center (Kay Theater).
 - b. Report on UMD's Thriving Workplace Initiative (Gallup) for the Department of Communication on February 3, 2017 from 2:00 to 3:30pm in Skinner 0200.

Meeting adjourned at 11:50am.

- I. Meeting of Graduate Faculty
- a. Approval of new GSIT instructors (Anna Mason and Ine-Marie van Dam) for adjunct faculty status by unanimous vote.

Respectfully Submitted,
T. Anthony

DEPARTMENT OF COMMUNICATION
Department ASSEMBLY Minutes
February 3, 2017

Those in attendance: S. Parry-Giles (Chair), L. Aldoory, L. Anderson, A. Atwell Seate, C. Bokal, B. Fisher Liu, J. Gowin, D. Hample, N. Joyce, S. Khamis, K. Maddux, M. Murray Yang, X. Nan, D. Pfister, Y. Slosarski, E. Sommerfeldt, C. Steele, E. Toth, L. Waks, A Wolvin, C. Woods

- I. Approval of the agenda on motion by E. Toth and seconded by B. Liu.
- II. Approval of the December 2, 2016 minutes on motion by D. Pfister and seconded by E. Toth.
- III. Chair's Report:
 - a. S. Parry-Giles announced the need to reallocate office space to make room for three new faculty offices. S. Parry-Giles will move into the Chair's Office (2130A) and the Center for Health and Risk Communication (Skinner 3115) will become a new meeting space. Additional reallocation of office space is still under consideration.
 - b. S. Parry-Giles provided an update on the number of COMM 107 sections offered for spring 2017.
 - c. S. Parry-Giles reminded everyone of the upcoming meetings associated with the Gallup-Thriving Workplace initiative for tenure-track faculty (TTK) members, professional-track (PTK) faculty members, and staff. The February 3 meeting will focus on the survey results and the March 10 meeting on action steps.
 - d. S. Parry-Giles reported on the need for TTK members and full-time PTK faculty members to fill out the annual OPA. The due date is March 3, 2017.
 - e. S. Parry-Giles reported that the state of Maryland will not offer Merit or COLA increases for FY17. All TTK members and half-time and full-time PTK members will need to submit their CVs to tcanthony@umd.edu by April 3, 2017.
 - f. S. Parry-Giles reported that only designated employees at the University of Maryland are permitted to sign contracts on behalf of the university. No one in the department has the authority to sign contracts that involve the university in a contractual obligation.
 - g. S. Parry-Giles reported on the issue of free speech. The provost's office will soon issue a document that defines academic freedom for the classroom. Members of the departmental assembly recommended that a meeting be held to address such issues further.
- IV. Reports:
 - a. S. Parry-Giles provided a budget overview of FY17 and discussed the revenue sources in place to increase the department's soft money resources. She announced that the same information session on the budget will be also given to graduate students, PTK faculty members, and staff.
 - b. X. Nan, co-Director of the Graduate Studies Committee, announced that eight offers were made to incoming graduate students; one additional student deferred

from last year. X. Nan announced that the open house will be held on March 2 and 3, 2017.

- c. B. Liu announced that the FAC will come forward with a recommendation to expand departmental awards to include TTK and PTK faculty members as well as staff and graduate students. A proposal will be submitted to the next assembly for consideration.
- d. L. Anderson reported that the OCC made five new hires to teach COMM 107 and to help administer the program.
- e. A. Atwell Seate reported that the Collegiate Council is examining ways for ARHU to recruit minors and double-majors. The Collegiate Council is also examining the representation of PTK faculty members on committees designed to establish the policies for their promotion and to implement the promotion process once the process is established. Any recommended topics for the spring agenda should be sent to A. Atwell Seate.
- f. A sub-committee of the APT committee, which is chaired B. Liu and includes P. Grant, A. Nixon, and T. Parry-Giles, is drafting the new PTK promotion policy for the department. The department's plan will need to comply with university and college guidelines.

V. Discuss/Action Items:

- a. X. Nan introduced the following change to the Quantitative Research Methods Requirements based on the recommendation of the Graduate Studies Committee: "*Quantitative*: COMM 701, plus nine additional credits in quantitative methods and statistics." This changed substituted COMM 701 for COMM 600. E. Sommerfeldt seconded the motion and the motion passed unanimously.
- b. L. Aldoory opened discussion on topics from the Graduate Studies Committee:
 - i. She proposed to temporarily suspend use of online forms until the process is reviewed. Any feedback or suggestions on the forms should be sent to L. Aldoory.
 - ii. L. Aldoory reported that TA descriptions will be shared with graduate students.
 - iii. L. Aldoory announced that small changes to the Ph.D. Handbook will be brought forth to the departmental assembly during the March meeting.
 - iv. L. Aldoory announced two new initiatives for graduate students:
 - 1. A dissertation prospectus lab will be offered twice a month.
 - 2. L. Aldoory will host office hours each week for graduate students to drop by to discuss issues of interest.
- c. L. Waks opened the discussion to re-envision the undergraduate curriculum. Because of resource issues, L. Waks and the FAC proposed to remove the capstone category in favor of adding three additional credits to the applied communication category. The motion was approved by E. Sommerfeldt and seconded by E. Toth. The motion passed with three abstentions.

VI. Announcements

- a. The department picnic will be held on May 12th at 12:00 p.m. along with the annual awards ceremony.

- b. Graduation will take place on Saturday, May 20, 2017 from 6:30 to 8:30 p.m. in the Armory.
- c. UMD's Thriving Workplace Initiative (Gallup) for the Department of Communication (staff, tenure-track and professional-track faculty) will be held at 2:00 p.m. on February 3, 2017 in 0200 Skinner. The follow-up action meeting will be held on March 10, 2017 from 1:00 to 3:00 p.m. in Skinner 0104.
- d. Implicit Bias Training for Graduate Admissions will be held on February 24, 2017 from 10:00 to 11:45 a.m. in KEY 0106.

Meeting adjourned at 12:02 p.m.

Respectfully Submitted,

T. Anthony

DEPARTMENT OF COMMUNICATION
Department ASSEMBLY Agenda
March 3, 2017

Those in Attendance: S. Parry-Giles (Chair), L. Aldoory, L. Anderson, A. Atwell Seate, C. Bokal, B. Liu, M. Guerinot, J. Gowin, D. Hample, N. Joyce, S. Khamis, K. Maddux, M. Yang, X. Nan, T. Parry-Giles, D. Pfister, Y. Slosarski, E. Sommerfeldt, E. Toth, L. Waks, C. Woods

- I. Approval of the agenda; E. Toth moved and E. Sommerfeldt seconded.
- II. Approval of the February 3, 2017 minutes; E. Toth moved and E. Sommerfeldt seconded.
- III. Chair's Report:
 - a. S. Parry-Giles announced the university-wide need to schedule classes to include early morning, late afternoon and evening, as well as Monday/Wednesday/Friday classes.
 - b. S. Parry-Giles announced that one corner of the Center for Health and Risk Communication will be converted to a meeting space for Fall 2017 and as a classroom space by the end of FY18.
 - c. S. Parry-Giles encouraged everyone to promote their summer courses to increase enrollment. The department will also promote the courses via social media. Such promotion is needed to help ensure that the courses attract sufficient enrollment to be offered this summer. In response to questions from Y. Slosarski, S. Parry-Giles noted that the department will continue to assess which classes can be offered most effectively online and also seek out ways to provide training for instructors teaching such online courses.
 - d. S. Parry-Giles reported on the State of Maryland's required one percent cut to UMD's hard budget. Departments without TTK faculty retirements in FY17 will likely experience a 0.5 percent cut to the hard budget. ARHU will also cut its hard budget to make up the remainder of the one percent.
 - e. S. Parry-Giles reminded everyone to complete their OPA report—a state-mandated requirement.
 - f. S. Parry-Giles announced that Adina Oved had been hired for the undergraduate advisor position. She will begin her position on March 13, 2017.
 - g. S. Parry-Giles reminded all faculty to submit their CVs and one-page summary to T. Anthony and E. Toth.
 - h. S. Parry-Giles solicited suggestions for a diversity hire, which targets URM faculty members who are eligible for consideration at the rank of associate or full-time professor. The provost provides the salary for such approved hires.
 - i. S. Parry-Giles indicated that the evaluative report of UMD's Graduate School will soon be released. Among other issues, the report will identify the deficiencies in graduate student salaries.
 - j. S. Parry-Giles announced that faculty affairs will soon release an "academic freedom/first amendment" document that provides guidance for addressing controversial topics in the classroom. The document will also address policies and

precedents in terms of first amendment rights for instructors and students. One recommendation is that instructors should address topics in the classroom that are part of their area of expertise. Instructors should let S. Parry-Giles know if any problems arise in the classroom.

IV. Reports

- a. Graduate Studies Committee Report
 - i. L. Aldoory reported on the success of the dissertation writing lab session, and asked that faculty encourage their graduate students to attend the next session on March 28, 2017 at 3:00 pm in the Center for Health and Risk Communication (SKN 3115).
 - ii. L. Aldoory announced that the job characteristics document has been finalized and sent to the graduate students.
 - iii. X. Nan reported on the status of graduate student admissions. Fourteen students were admitted. Eight were attending the department's open house. Three had formally accepted and two had declined.
- b. B. Liu reported on the status of the ELMS space for Climate Change, which is overseen by the Climate Task Force. Members of the department will soon receive an invitation to the ELMS space.
- c. L. Anderson reported on updates from the OCP/OCC, including the launching of the second STEM workshop series.
- d. A. Atwell Seate provided a report on the Collegiate Council's activities, including the university budget cuts, hiring increases in 2018, and the plan of organization, which the Senate and ARHU are currently revising. March 20, 2017 is the last date to submit any suggested revisions to the ARHU plan of organization.
- e. E. Toth presented the Salary Advisory Committee Report. An agreement was reached that TTK faculty members should email the following documents to E. Toth (copying T. Anthony) by April 3, 2017: CV and a three-page (or less) summary of their accomplishments over the past three years that can be cut and pasted from the CV. Part-time and full-time PTK faculty members should submit their updated and signed CV to T. Anthony by April 3rd.

V. Discussion/Action Items

- a. S. Parry-Giles announced a TTK faculty meeting with the Provost on March 28, 2017 at 12:15pm in SKN 2127. The assembly discussed the need to showcase the department's important initiatives.
- b. Changes to Department Awards
 - i. B. Liu reported on the FAC's proposal to broaden department awards to include all TTK and PTK faculty members and graduates students for teaching and service awards, and staff for service awards. The proposal includes a new ELMs space to accommodate the nomination process. The proposal to include undergraduate students is tabled until FY18.
 - ii. An amendment was approved to change the third sentence of the description for the research award to read: "for all papers nominated, all authors must be graduate students." The amendment was issued by K.

Maddux and seconded by E. Sommerfeldt. The motion passed with one no vote and one abstention.

- iii. Approval of an award selection committee was revised to include five members comprised of TTK and PTK faculty members, graduate students, and staff (in lieu of two committees—one for each award—composed of past awardees). The amendment was moved by T. Parry-Giles and seconded by A. Atwell Seate. The amendment and the awards document passed with one no vote.
- c. L. Aldoory reviewed proposed changes to the PhD Handbook from the Graduate Studies Committee, which will be voted on by the assembly during its April 2017 meeting. D. Hample recommended that I.A.2.b be broken into bullet points, and V.A.1.j. be reworded as “see below” rather than as “see PhD Handbook.”
 - i. L. Aldoory reported on the Graduate Studies Committee’s use of electronic forms. The committee recommended that documents requiring more than one signature be submitted via the paper forms used in past years and those documents requiring only a faculty signature be submitted via Qualtrics. The use of paper and Qualtrics forms received unanimous approval.
- d. L. Waks provided an update on the agreements reached to date on re-envisioning the undergraduate curriculum. She announced the need to create a research literacy sub-committee. Members of the Departmental Assembly broke out into research areas to discuss the pre-requisites for area courses.

Meeting adjourned at 12:00 p.m.
Respectfully Submitted,
T. Anthony