

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING
August 24, 1998

Members Present: Maggie Berry, Emily Blagg, Deb Cai, Ed Fink (Chair), Robert Gaines, Laura Janusik, Jim Klumpp, Alexandria Morrison, Shawn Parry-Giles, Leah Waks, and Andrew Wolvin

Guests Present: Diane Blair, Tony Brussat, Mike Chambers, Sungeun Chung, Nacho Cordova, Leslie Dinauer, Lisa Gring-Pemble, Cynthia King, Noemi Marin, Michele Mason, and Leah Ritchie

1. Approval of the Minutes:

- a. The minutes were amended to include a recognition of Robert Gaines' service to the department as acting chair for the Spring of 1998. The minutes as amended were approved.

2. Election for Departmental Assembly Secretary:

- a. Shawn Parry-Giles was elected as secretary for the year.

3. Introductions/Directions for 1998-1999:

- a. New departmental members were recognized.
- b. Robert Gaines received a plant in honor of his service to the department as acting chair.
- c. Ed Fink received a painting to welcome him back to the department and to recognize his contributions to the department as chair.
- d. Ed announced that the deadline for the Enhancement Plan is November 6th. The guidelines for the plan are included in the departmental packet of materials.
- e. Ed explained that the department was pursuing discussions over the debate program with the Dean's office.
- f. Ed informed us that a Center for Humor may be established on campus.
- g. Ed stated that there were seven 400 level courses that still needed instructors/professors for the Spring of 1999. These courses must be staffed by individuals with at least doctoral candidacy status. A draft of the Spring schedule is due by August 28th.
- h. Ed indicated that a Jewish rhetoric course may be added to our listing of possible courses in the Spring.

- i. Ed intends to talk to each faculty member soon about goals and accomplishments for the year.
- j. Ed explained that a policy will be proposed for the evaluation of teaching by temporary instructors.
- k. Ed charged the Graduate Studies Committee with increasing the number and quality of graduate applicants.
- l. Ed announced that the Undergraduate Studies Committee should address the issue of retention this year. The hope is to interest more students in the honors program. The undergraduate students in the department need more recognition for their strong academic performance. Ed discussed the existence of Lambda Pi Eta.
- m. Ed indicated that career night should be held again this year and he asked us to consider the addition of an orientation program for undergraduate students.
- n. Ed explained that we need more adequate commencement facilities, and that Leah Waks spoke to the College office to arrange this.
- o. Ed also discussed the need for more alumni involvement and the need to compile addresses of alums.
- p. Ed announced the existence of 3 new searches in the department: 2 at the assistant professor level and 1 for an associate staff position. The committee for the associate staff position consists of Emily Blagg, Shawn Parry-Giles, and Andrew Wolvin as committee chair. This search is pending final approval and will take place locally once that approval is granted. The committee for both assistant professor positions consists of Deb Cai (committee chair), Ed Fink, Robert Gaines, and Leah Ritchie.
- q. Ed explained that he hoped that the computer lab will be cleaned up and enhanced with additional furniture. An initiative is also under way to make necessary changes to the office that houses the master's students.

4. Departmental Assignments:

- a. Ed directed our attention to the departmental assignments for the year.
- b. Shawn will head up the NCA reception committee. Student committee members will be announced later.

5. Election of the Faculty Advisory Committee:

- a. Deb Cai, Robert Gaines, and Andrew Wolvin were elected to the Faculty Advisory Committee.

6. Status of the Name Change:

- a. The final approval for the changes in the names of our degrees (B.A., M.A., Ph.D.) was received August 5th. After the drop/add period, all classes will be converted from Speech Communication to Communication. Ed should be notified if anyone sees a reference to the department as Speech Communication.

7. Public Relations Program:

- a. We discussed the potential benefits and concerns associated with adding the Public Relations program to the department. Ed and Robert are meeting with the Dean, the Provost, and James Grunig to discuss this matter and thus they sought

departmental input. Some of the benefits to adding the program included the enhancement of the department's applied communication standing in the national rankings. The Grunigs' methodological approach also parallels the work of some within the department. The addition would also give the department more visibility within the campus community. There were concerns voiced as well. Many were worried about the philosophical differences that exist between the department and the current public relation's mission. Of major concern was the public relations program's practice of admitting many part-time graduate students to their program, which conflicts with our departmental goal of admitting full-time graduate students who are granted assistantships in most instances. We also discussed the logistics of adding approximately 200 new majors to the department in public relations if this addition is approved. A concern was also voiced that if we don't accept the merger, then the majors will come to the department anyway. The members all agreed that in order for the addition to take place, the Grunigs would need to accept our departmental philosophy and agree to follow our undergraduate and graduate programs. Ed explained that before any decision would be finalized, James Grunig would meet with the members of the department during a departmental assembly meeting.

8. College Park Scholars:

- a. Andrew Wolvin asked for our support for his proposal to add a track entitled Communication and Society to the College Park Scholars program. He is proposing the class with Steve Barkin. The hope is that the track will be in place by September so that it can be used to attract quality students for the fall of 1999. We endorsed Andrew's request. He will bring the details of the course to the Undergraduate Studies Committee for further review, and to the Departmental Assembly if necessary.

9. Announcements:

- a. Jim Klumpp indicated that he is going to coordinate the dates and activities for the master's program. He requests that the faculty all agree to be available on September 18th and November 6th, 1998. If we cannot be available on those dates, he indicated it would be our responsibility to reschedule the necessary meetings.

Shawn Parry-Giles,
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

September 11, 1998

Members Present: Maggie Berry, Deb Cai, Edward Fink (Chair), Laura Janusik, James Klumpp, Alexandra Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Wolvin

Guest: James Grunig

1. Approval of the Minutes

- a. The minutes were approved as amended with the call for correcting the spelling of Emily Blagg's name.

2. Announcements:

- a. Ed introduced Mark Tosso, who is serving as the undergraduate representative to the departmental assembly this year.
- b. Maggie announced that she will meet with each faculty member this semester to discuss resources needed for the academic year.

3. Reminders:

- a. Ed reminded us that the Graduate Studies and the Undergraduate Studies Committees needed to develop clear goals for the Enhancement Plan by October 2, 1998. Ed recommended that the goals articulated for the departmental Enhancement Plan should relate to the College's and the University's strategic plans, especially in relation to the research portion of the program. The Dean is looking for evidence that a program is seeking excellence. As Ed explained, adding a new faculty member does not necessarily mean a program will achieve this excellence objective. In asking for such a new position, for example, we need to be able to demonstrate how one person can have a significant impact. At this point, Ed did not recommend that we discuss the PR program because we should be allocated the necessary resources if the merger takes place. Jim (Klumpp) recommended that we connect any ideas to the campus-wide initiatives because those are the initiatives that tend to be funded.

4. Departmental Assignments:

- a. Ed informed us that several students volunteered to serve on the NCA Reception Committee.
- b. The Departmental Assembly approved the membership of the Graduate Studies Committee, the Undergraduate Studies Committee, and the Salary Advisory Committee as follows: James Klumpp, Deb Cai, Robert Gaines, and Lisa Gring-Pemble (GSC); Andrew Wolvin, Shawn Parry-Giles, Leah Waks, and Alexandra Morrison (USC); and Andrew Wolvin, Robert Gaines, and Shawn Parry-Giles (SAC).

5. Reports:

- a. Leah informed us that because of scheduling conflicts with the Skinner Building, the departmental graduation ceremony will take place in the Key Theater at 3:30 pm on Sunday, December 20th, 1998. The campus-wide graduation ceremony for the semester is scheduled for 1:00 pm on Sunday, December 20th, 1998.
- b. Shawn informed us that the colloquia schedule for the semester had been distributed. We discussed the format of the colloquia lunches at length. We decided on a brief reception after each colloquium to be followed by a lunch that will allow for a few individuals to dine with the colloquium speaker.
- c. Deb indicated that she is still collecting money for the social fund.
- d. Andrew informed the group that the Associate Staff Search Committee met with the Equity Office (Wendy Jacobs) and is currently trying to locate key materials for that search.
- e. We learned that certain faculty members and/or graduate students (Cai and Waks, Gaines, Gring-Pemble, and Wolvin) are going to speak to the Communication Club regarding pertinent issues related to the workplace.
- f. Jim (Klumpp) explained the status of the Debate Program proposal, which was part of last year's strategic plan. According to Jim, the proposal received a very positive response from the Undergraduate Dean's office. Negotiations though are still in process because of concerns that such a program would conflict with the Mock Trial Program that has been under funded.

6. Affiliate Faculty Appointment:

- a. We approved the Affiliate Faculty Appointment of Dr. Stephen McDaniel.

7. Public Relations Program:

- a. James Grunig visited our meeting to talk about the integration of the Public Relations specialty into the Department of Communication. Ed explained that negotiations are on-going with the Dean's office and the Provost's office. The primary issues concern the assurance that the PR addition will not affect non-PR needs, the guarantee for adequate space, funding, and the status of the writing courses. Ed and James (Grunig) also talked about their meeting with the graduate and undergraduate PR students, who were very positive about the merger. Ed would like to invite PR students to sit (but not vote) on certain faculty committees as the transition is discussed and possibly implemented.

James provided a history of the Public Relations specialty at the University of

Maryland. His wish, as well as that of Professor Lauri Grunig, is to move the PR specialty in tact to the Department of Communication. If the merger takes place, the goal is to seek certification from the Public Relations Society of America (PRSA). James explained that the current PR master's concentration is comprised of one-third students who intend to seek the Ph.D. Another third are international students. The final third are part-time students who take 2-3 courses a semester. The majority of their students are enrolled in the master's program. Students, however, can also achieve a Ph.D. from the University of Maryland in the area of Public Relations. Most of these doctoral students are full-time.

If the Public Relations specialty is integrated into the Department of Communication, Ed explained that all students will complete the same requirements. The intent now is for James to meet with the Graduate Studies Committee and the Undergraduate Studies Committee to work out the integration of the Public Relations courses into the departmental curriculum. James explained that the NCA and the PRSA require a minimum of 5 courses in PR for certification. The Grunigs' primary goal is to maintain a clear identity for the Public Relations specialty if it is integrated in the Department of Communication. Jim (Klumpp) added that the department sees the potential relationship as a merger, where PR maintains its identity yet is fully integrated into the Department of Communication. The date of this merger/integration is projected for September, 1999. All of this is dependent though upon the Dean and Provost offices meeting the stipulations of the department, a faculty vote in the department in support of the merger, and a vote by the APT committee on the addition of new faculty.

- b. The Undergraduate Studies Committee will meet with James Grunig on September 25th, 1998, at 11:00 am in Room 2127.

Shawn Parry-Giles
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING
September 24, 1998

Members Present: Deb Cai, Edward Fink, Robert Gaines, Laura Janusik, James Klumpp, Alexandra Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Wolvin

Guests: Agnes Blum, Michael Chambers, Sungeun Chung

1. Approval of the Minutes:

- a. The minutes were approved.

2. Reports:

- a. Leah informed us that the Communication Club was sponsoring a bake sale.
- b. Leah also explained that Andrew Wolvin would be speaking before the Communication Club about Careers in Communication on September 24, 1998 at 5:00 p.m.
- c. Andrew talked about the impending University Retention Retreat. Leah will speak about departmental retention efforts before the group and Andrew will address college-wide retention activities. Deb will also attend the retreat.
- d. Andrew reminded us that the Maryland Communication Association meeting is the weekend of September 26th, 1998.
- e. Andrew also updated the group on the status of the Associate Staff position. Applications are still being taken for that position.
- f. Deb reiterated the suggestion that we forward the position announcements for the two assistant professor positions on to interested or qualified people in the field, or to those who know of interested persons. The application deadline is October 15, 1998.

3. Relocation of Public Relations Specialization:

- a. Ed reviewed the relevant materials relating to the impending vote. The first step in discussions over the potential integration of the public relations specialization with the Department of Communication was the memo of understanding that both Ed Fink and James Grunig signed on August 26, 1998. Once that memo was signed, Provost Geoffroy and Dean Harris entered into the negotiations more fully. An agreement was drafted between the College of Arts and Humanities and the Office of Academic Affairs, which requires the signature of Dean Harris and

the Provost. Dean Harris will sign this agreement only after the departmental assembly votes to approve the merger.

Ed explained that if the merger takes place, the department will be allocated three offices from 19th Century Musicology. There is nothing in writing though regarding the resolution of space issues past the first year. Jim (Klumpp) distributed 3 potential options for addressing the space needs for next year. We will continue to work on this problem as necessary.

If the merger takes place, the Dean has guaranteed that departmental needs will not be neglected and we can fully expect the addition of at least one if not two more lines in the coming years as previously addressed. Ed did, however, explain that under the current proposed budget regarding the allocation of the funds for the merger, a deficit of \$11,000 exists the first year and \$3,500 for the second year. The Dean has agreed to cover that deficit for the first two years. After the second year, the department will need to absorb those costs, which will approximate some \$3,500.

Ed explained that if we approved the integration of the PR program into our department, we would need to accomplish several tasks:

- i. Integrate the PR undergraduate coursework into our curriculum, which will require the Undergraduate Studies Committee to work with James Grunig.
- ii. Integrate the PR graduate course into our curriculum, which will require the Graduates Studies Committee to work with James Grunig.
- iii. Notify PR graduate applicants of the impending merger.
- iv. Publicize the merger in professional publications.
- v. Notify alums of the new action.
- vi. Begin the process for hiring a new assistant professor with a specialization in PR as well as a full-time lecturer with a similar expertise.
- vii. Modify fall course offerings to allow for the expansion of undergraduates in the department.

Laura asked several questions on behalf of the graduate students. The graduate students are concerned about requiring part-time public relations graduate students to attend colloquia in the middle of the day. Ed explained that James Grunig agreed to that stipulation. We also talked about the need to be flexible and perhaps alter some of our practices, like the time for colloquia. Laura also wanted to let the faculty know that while graduate students understand the need to be visible and thus be present in the department, the addition of more graduate students would make it even harder for them to get work done in the department. Thus, she stressed the need for graduate students to work at home or in the library rather than in their offices at times. Mark indicated that the undergraduate students seem excited about the addition of the public relations specialty to the department.

Jim praised Ed for all of his hard work on behalf of this process, especially in light of the extraordinary agreements that have been negotiated. Jim stressed that we have a wonderful opportunity now with this expansion and infusion of funds, and that we need to insure that we take full advantage of the merger. We talked about the need to fully integrate the PR faculty and students into the Department of Communication if the merger takes place. As Jim expressed, this potential integration offers a chance for redefinition as we adapt to PR's strengths while they adapt to ours. Gaines stressed how we can enhance the PR curriculum intellectually just as they can contribute fully to our mission, which centers on the examination and application of strategic discourse in the public sphere.

Gaines called the question. Deb seconded it. The vote to integrate the public relations specialty with the Department of Communication passed unanimously.

Shawn Parry-Giles
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

October 2, 1998

Members Present: Maggie Berry, Deb Cai, Edward Fink (Chair), Robert Gaines, Laura Janusik, James Klumpp, Alexandria Morrison, Shawn Parry-Giles, Mark Tosso, and Leah Waks

Guests Present: James Grunig

1. Approval of the Minutes:

- a. The minutes were approved as submitted.

2. Reports (Information items):

- a. Leah announced that the departmental commencement is scheduled for December 20th at 3:30 in 0106 Key Theater. Students will assemble in 0102 Key Theater.
- b. Deb updated the status of the social fund. To date, 18 of 39 people have donated to the fund.
- c. Ed explained that he had just received word that the Associate Staff position received approval. However, the search itself now needs to be approved. Once the President's office grants approval, it will go to the Employment Office where the position will be announced.
- d. Deb reported that the deadline for the two Assistant Professor positions is approaching (October 15, 1998).
- e. Shawn explained that it would cost \$1,200 to reserve a suite at the NCA convention hotel in order to host the reception in a more expansive space. We could reserve a larger meeting room at the hotel for free; however, the hotels charge on average some \$25 per person attending the reception for refreshments. We concluded that because of cost factors, we will proceed with our original plan of hosting the reception in Bill Eadie's parlor suite. The reception is scheduled for Sunday, November 22, 1998, at 8:00 p.m.
- f. Ed announced that the Dean of the College of Arts and Humanities is planning a reception for the Grunig's this year to commemorate the acquisition of the public relations specialty within the Department of Communication.

3. Announcements:

- a. Ed announced that Deb Cai will soon have a new publication in the Journal of Asian Pacific Communication, and Shawn Parry-Giles will also have a new publication in the Journal of Communication.

4. **Undergraduate Requirements Incorporating Public Relations:**

- a. Ed explained that our goal was to insure consistency in the requirements for our undergraduate majors. The Undergraduate Studies Committee met twice and now the department needed to finalize the requirements for the undergraduate curriculum in light of the integration of the public relations coursework into the department.

Leah distributed two handouts, one that identified the questions to consider as we progress with our discussions. The second one detailed the requirements for the College of Arts and Humanities as well as two options of curricular development that the Undergraduate Studies Committee considered.

The assembly came to an agreement that a sequencing structure would be appropriate. While the names and content of the four-part sequence is still being negotiated, the following sequences were generally approved: Public Relations, Communication Research, Rhetoric and Public Address, and Communication Studies. The group also agreed that there would be a performance requirement for all four sequences.

In order to continue work on the sequencing structure as well as the core requirements for all four sequences, another departmental assembly meeting is scheduled for Friday, October 9, 1998, from 10:00-12:00 p.m.

Shawn Parry-Giles
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

October 9, 1998

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Laura Janusik, James Klumpp, Alexandria Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Wolvin

Guest Present: James Grunig

1. **Approval of the Minutes:**

- a. The minutes were approved as submitted.

2. **Reports:**

- a. Andrew reported that Melissa Barlow, an undergraduate major in the Department of Communication, is one of seven recipients of the Arts and Humanities Dean's Scholar Award. Andrew reported that this award is especially noteworthy given the quality of the nomination pool.
- b. Andrew also reminded us of the retention retreat. Leah is participating in a poster session that showcases the model retention efforts of the department.
- c. Leah explained that for our undergraduate majors, our retention figures are high and that our overall grade point averages are not lower than the grade point averages of the College of Arts and Humanities. Regarding the issue of retention, Gaines added that our graduation rate after three years in the major is estimated at 94%. Leah detailed further that we currently have approximately 360 undergraduate majors.
- d. Jim (Klumpp) reported that the Graduate Studies Committee is in the process of reviewing the course requirements in preparation for the integration of the Public Relations specialty into the department. He does not anticipate monumental changes.
- e. Shawn reported that the next colloquium is scheduled for Friday, October 16th. Professor Avi Kluger from Hebrew University of Jerusalem will be our featured speaker.
- f. Andrew informed us that the Associate Staff Search papers are currently in the employment office. He fully expects the position to be announced soon.
- g. Deb reminded us that the application deadline for the two Assistant Professor positions is Thursday, October 15, 1998.

- h. Shawn reported that the invitations for the NCA reception have been ordered. The reception is scheduled for Sunday, November 22, 1998, from 8:00-10:00 p.m. in Bill Eadie's parlor suite.
3. **Undergraduate Requirements Incorporating Public Relations:**
- a. Ed explained that during the meeting with the Communication Club regarding the integration of the Public Relations specialty into the Department of Communication, some students voiced interest in taking a Public Relations course even though they do not necessarily plan to emphasize that sequence. This represents an issue to address at some future point.
 - b. We discussed the question of whether or not to maintain or modify our current Core Courses. Currently, Communication majors are required to complete COMM 200 or 230 (oral performance requirement), 250, 400, 401, and 402. We talked about the need to standardize the Core Courses, making sure that those who teach 400, for example, attempt to achieve agreed-upon goals through similar means. After considerable discussion, we agreed to maintain the oral performance requirement, and 250, 400 and 401. A change though was made with the 402 requirement. We intend to develop a system where each sequence will require a 400 level theory course that is equivalent to the 402 course. Thus, for students emphasizing the Communication Studies and Communication Research sequences, they will be required to complete 402. Students completing a Rhetoric and Public Address sequence will be required to take a rhetorical theory centered course, designated as 403. Students completing the Public Relation sequence will be required to take a similar 400 level course in Public Relations theory, potentially labeled as 404.
 - c. We also addressed the question of whether or not to standardize the required number of credits across sequences. James (Grunig) informed us that the Public Relations sequence does not intend to seek A.C.E.J.M.C accreditation. The majority of the group voted in favor of a standardized philosophy whereby each sequence would require the same number of credit hours (but not necessarily the same courses). After considerable debate, we concluded that the Undergraduate Studies Committee should work out the details of supporting coursework that all Communication majors will complete. We concluded that all sequences should contain a supporting curriculum with the same number of credits, with no more than 18 semester hours outside of the major.

Shawn Parry-Giles
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING
October 30, 1998

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Laura Janusik, James Klumpp, Alexandria Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Morrison

Guests: Justin Bowling, James Grunig, Jeong-Wam Kim, Bey-Ling Sha

1. Approval of the Minutes

- a. The minutes were approved as submitted.

2. Announcements:

- a. Andrew announced that Mark Tosso and Melissa Barlow were recognized as Dean's Scholars.
- b. Andrew also announced that Naomi Marin, Laura Janusik, Deb Cai, and he received outstanding teaching awards from the Pan-Hellenic Association/Inter-Fraternity Council.

3. Reports:

- a. Andrew announced that the Associate Staff search process is progressing. The deadline for applications was October 26, 1998.
- b. Deb announced that the search for the Assistant Professor positions was underway.

4. Undergraduate Requirements Incorporating Public Relations:

- a. Gaines explained that he and Ed offered a substitute proposal to the one submitted by the Undergraduate Studies Committee because he learned that the English department is not equipped to staff a new writing course for the Department of Communication. Thus, revisions were needed in the proposal brought forth by the Undergraduate Studies Committee. In offering the substitute proposal, Gaines and Ed reduced the required hours for the PR concentration from 55 to 52, carving off 3 hours from the cognate area instead of the intellectual skills area.
- b. The Departmental Assembly approved the addition of COMM450 to the Communication Studies Menu list for concentration requirements.
- c. The Departmental Assembly approved the concentration name change of Rhetoric

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

November 16, 1998

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Laura Janusik, Jim Klumpp, Shawn Parry-Giles, Mark Tosso, and Andrew Wolvin

Guests Present: Patty Aquirre, Sungeun Chung, Diane Hemmings, Leah Ritchie, and Patty Zuber

1. Approval of the Minutes:

- a. The minutes were approved as submitted.

2. Announcements:

- a. Ed informed us that he placed copies of the proposed changes in the graduate student program in our mailboxes.

3. Reports:

- a. Andy reported that interviews were scheduled for the Associate Staff position.
- b. Shawn indicated that the invitations for the NCA reception were mailed. The reception will take place from 8:00 – 10:00 p.m. on Sunday, November 22, 1998.

4. Discussion of the Candidates for the Assistant Professor Positions:

- a. Ed issued a special thanks to Robert Gaines, Leah Ritchie, and especially Deb Cai as chair, for their diligent work on the search committee.
- b. Various graduate students and undergraduate representatives attended the meeting to discuss their impressions of the six candidates that we interviewed for the assistant professor positions in Social Influence and Political Discourse.
- c. Once the graduate and undergraduate students voiced their views, they departed and the departmental faculty members continued to discuss the candidates. After considerable deliberation, the untenured members of the faculty (Cai and Parry-Giles) departed, and the Appointment, Promotion and Tenure Committee met to finalize the decision on the top two candidates for the positions.
- d. Detailed notes regarding the Departmental Assembly discussions were compiled by Deb Cai for the official record.

Shawn Parry-Giles
Secretary, Departmental Assembly

- and Public Address to Rhetoric and Public Discourse.
- d. The Departmental Assembly agreed to remove STAT100 from the menu list of statistical analysis courses.
 - e. A motion to reconsider requiring similar hours across all concentrations failed.
 - f. The Departmental Assembly agreed to remove COMM472 (Nonverbal Communication) from the concentration requirements.
 - g. The Departmental Assembly approved economics as a requirement for PR majors. We voted to drop the social science requirement for PR. We voted to keep the cognate for PR at 9 semester hours. In total, a PR concentration will equal 52 semester hours while the concentrations for Communication Research, Rhetoric and Public Discourse, and Communication Studies will equal 51 semester hours.
 - h. We clarified that COMM350 will require a prerequisite of JOUR201 or COMM250 or consent of the instructor.
 - i. Now that the changes in the undergraduate major have passed through the department, the document will be forwarded to the College PCC.

5. Other Old Business:

- a. Ed explained that each of us will be asked to review the Enhancement Plan before it is forwarded to the Dean. As part of the Enhancement Plan, the department is requesting funding for a senior faculty position in rhetoric and public policy. The debate program will be addressed separately by the Undergraduate Studies Dean.
- b. Ed also explained that a decision needed to be made concerning Professor McCaleb's status in the department. If he does not move into a full-time or half-time position within the department, he will be reassigned to the College of Education.

Shawn Parry-Giles
Departmental Assembly Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

December 4, 1998

Members Present: Deb Cai, Michael Chambers, Edward Fink (Chair), Robert Gaines, James Klumpp, Alexandra Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Wolvin

Guests Present: James Grunig

1. Approval of the Minutes:

- a. The minutes were approved as submitted.

2. Reports:

- a. Ed distributed another article addressing the integration of the PR emphasis with the Department of Communication.
- b. Ed explained that we need to begin compiling the curricular offerings for the academic year of 1999-2000. A draft of the Fall schedule preferences is due by Friday, December 11th. Thus, he is requesting that all faculty identify four undergraduate courses and two graduate courses that they would be interested in teaching next year.
- c. Ed addressed the issue of faculty rage, which represented a subject discussed by the Administrative Council. Ed asked that we consider the impact of our behavior on others and the need to engage in appropriate courtesies when interacting with all members within the Department.
- d. We agreed that the next Departmental Assembly meeting would occur prior to the beginning of next semester. The details of that meeting will be announced soon.
- e. We also agreed to hold a luncheon for faculty, graduate students, and staff on Friday, January 29th, 1999. We requested that the event be catered with sandwiches and those who wish can bring a side dish to share.
- f. Ed announced the existence of new stationary. We should cease using the previous stationary except for scrap paper.
- g. Ed explained that we will know the outcome of our Enhancement Plan request (senior position in Rhetoric and Public Affairs) by December 15th, 1998.
- h. Jim informed us that the Undergraduate Dean concluded that the proposal for the debate program was not received in a timely fashion. Nevertheless, discussions are progressing on the issue and the Dean of Arts and Humanities continues to offer support for the proposal.
- i. Ed announced the hiring of Michael Meffert and Jennifer Garst for the two Assistant Professor positions. He again thanked the search committee, and especially Deb Cai, for their labor intensive efforts. The other four candidates have been notified of the search outcome.

- j. Ed also enthusiastically announced that the search committee for the Associate Staff position recommended the hiring of Leah Waks. Ed also thanked the members of this search committee for their efforts (Andrew Wolvin, Chair; Shawn Parry-Giles, and Emily Blagg).
- k. Ed noted the success of the NCA reception. We talked about the future of such receptions and decided to return to this issue at a later date. In addition, the Faculty Advisory Committee will address the issue of the Seattle NCA conference given that it will mark a milestone for the department. Shawn thanked all those who helped in the preparations for the reception, including Bonnie, Maggie, the undergraduate student workers, and the graduate students. We also agreed to formally thank Bill Eadie for hosting the reception.
- l. Ed announced the change in committee membership as Robert Gaines is now serving on Undergraduate Studies Committee while Shawn Parry-Giles is now working on the Graduate Studies Committee.
- m. Ed indicated that the new Assistant Professor position in Public Relations has been advertised. The deadline for applications is February 1, 1999.
- n. Andrew announced that the Lilly Fellows are staging a research day for undergraduates. He hopes to showcase some of the department's undergraduate research projects during this program.
- o. Leah announced the creation of a mass meeting between the Communication and Public Relations undergraduate and graduate students. This meeting will occur on Thursday, December 10, 1998 from 4:00-5:00 p.m. in the Francis Scott Key Building, Room 106.
- p. We learned that the vote for the undergraduate curricular changes will take place on Tuesday, December, 7, 1998 by the College Park Senate PCC Committee. Gaines will represent the department at this meeting. We will be able to announce the results of this vote during the student meeting of December, 10th.
- q. Leah explained that all existing students in the department have to fill out an application if they wish to obtain a degree with the new degree on the diploma (Department of Communication). If they do not fill out this special form, their degree will be in Speech Communication. A form for this process is being devised.
- r. Leah announced that the December departmental commencement is scheduled for December 20, 1998 from 3:30-5:00pm in Key Theater, Room 0102. We agreed that the students should offer the formal addresses during the ceremony.
- s. Andrew announced that Vonnya Pettigrew, an undergraduate student in the department, received a White House internship position.
- t. Shawn announced that some minor changes are being made to next semester's colloquium schedule. She will distribute those changes before the beginning of next semester. Gaines suggested that we return to the practice of inviting faculty and students from feeder schools to participate in our colloquium series so as to aid in recruitment of graduate students.

3. Revision of Graduate Requirements Incorporating Public Relations

- a. We voted and approved the transfer of five classes from Journalism to Communication: COMM630 (Seminar in Public Relations Management);

- COMM631 (Seminar in Public Relations Publics); COMM633 (Global Public Relations); COMM634 (Seminar in Ethics and Philosophy of Public Relations); COMM739 (Topics in Public Relations)—repeatable.
- b. We voted and approved the addition of two new methods courses: COMM714 (Introduction to Qualitative Methods in Communication Research); and COMM715 (Advanced Qualitative Methods in Communication Research). Jim, however, is going to work with the Public Relations faculty on revisions to the syllabi before they are submitted to the PCC. We are asking that more attention be devoted to ethnographic methods in both courses and that the titles be changed to match the titles on the PCC forms.
 - c. We voted and approved the title change of COMM711 from Qualitative Methods in Communication Research to Historical/Critical Methods in Communication Research. Similarly, we voted to change the title of COMM700 from Introduction to Doctoral Studies in Communication to Introduction to Graduate Studies in Communication.
 - d. We spent considerable time discussing the proposed changes in MA requirements. Currently, students are required to complete COMM600, COMM700, and COMM711. The Graduate Studies Committee proposed that COMM714 (Introduction to Qualitative Research Methods in Communication Research) be added to the list of requirements for MA students. In the end, we voted and approved the proposal that MA students will be required to complete COMM700 and two courses from COMM600, COMM711, and COMM714. Students without COMM400 or its equivalent must take COMM600. Students without COMM401 or its equivalent must take COMM711. The minimum hours for the MA degree remains at 30 semester hours.
 - e. We voted and approved the inclusion of the following statement for Requirement 1 for the Master's Program: "Students must remain in good standing within the graduate program. In addition to the requirement of the graduate program that students maintain a GPA of 3.0, the Department requires that students attend Departmental Colloquia."
 - f. We voted and approved the following change in the non-thesis option (Requirement 6) for the MA Program:
"In addition to the foundations exam, students must successfully complete an area examination. The examination consists of two parts: (a) a written examination over the student's identified area of concentration prepared by at least two faculty examiners appropriate for the subject matter of the area and appointed by the student's advisory committee, and (b) a one-hour oral examination over the written exam. The area for the written exam is approved during the review of the student's program of study. The examiners do not have to be members of the student's advisory committee. Each student's exam may be unique. Normally the examination will be four hours and will be taken in-camera. Exceptions to this

- may be approved by the student's full advisory committee. The oral exam takes place one to two weeks after the written exam and concentrates primarily, but not exclusively, on the content of the written exam. Both the written and oral portions are evaluated by the student's advisory committee and any additional faculty who have served as examiners."
- g. The following changes were voted and approved for Requirement 3 of the Ph.D. Program:
"All students must complete 12 hours of courses in methods. To satisfy this requirement students must complete one of the following sequences: (a) COMM702 and 703 (for students selecting this sequence, prerequisite courses such as COMM600 and courses prerequisite to COMM702 may not be used to satisfy this requirement); (b) COMM711 or 712; or (c) COMM714 or 715. The other six hours may be drawn from courses within or outside the department, and must be approved by the advisory committee as appropriate preparation for the dissertation area. (12 hours)"
 - h. We voted and approved the addition of the following statement to Requirement 5 of the Ph.D. Program: "Students must remain in good standing within the graduate program. In addition to the requirement of the graduate program that students maintain a GPA of 3.0, the Department requires that students attend Departmental Colloquia."

Shawn Parry-Giles
Secretary, Departmental Assembly

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

January 29, 1999

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, James Klumpp, Shawn Parry-Giles, Mark Tosso, Leah Waks, Bonnie Waggoner, and Andrew Wolvin

Guests Present: M. Susan Anthony, Sungeun Chung, Leslie Dinauer, Lisa Gring-Pemble, James Grunig, Jodi Saunders, and Robert Silver

1. **Approval of the Minutes:**

- a. The minutes of December 4, 1998 were approved as amended. On item 3b, the words "Public Relations" were replaced with the phrase: "We voted and approved the addition of two new methods courses."

2. **Announcements:**

- a. Ed announced that Noemi Marin presented a research paper at the most recent MLA conference in San Francisco, CA. In addition, we learned that Dan Buehler recently published an article in the Western Journal of Communication.

3. **Revision of Graduate Requirements Incorporating Public Relations:**

- a. After discussing the issue, we approved the addition of COMM430 (Public Relations Theory and Techniques for Graduate Students) to our curriculum. Formerly, the class was offered as Journalism 530 and served as a remedial course for public relations majors who lacked the appropriate educational background in public relations writing. Under COMM430, graduate students can complete the class and it will also be open to undergraduate students in special circumstances (e.g. students in the departmental honors program). Students may receive credit for only one of the following: COMM350, COMM430, or JOUR530.
- b. After extensive debate and discussion, we approved by a 3-2 margin with one abstention, the curricular addition of COMM718 (Practicum in Research Design and Proposal Writing). This course is intended to alternate foci and professors so as to group students who are writing master's theses and Ph.D. dissertations into their area of study (i.e. Communication Theory, Public Relations, or Rhetoric).

4. **Reports:**

- a. Ed informed us that the debate proposal is currently with the Dean of Undergraduate Studies. A potential complicating issue with this proposal is that for many years, the University has under funded the successful Mock Trial Program. There is some sentiment that those involved with this program would be

quite troubled by the addition of a Debate Program when a similar sort of activity is continually under funded by the University. A final decision is yet to be reached concerning the fate of the Debate proposal.

- b. Ed explained that the application deadline for the public relations position is February 1, 1999. The first search committee meeting is scheduled for February 3, 1999. Applicants are likely to be on campus on the following dates: February 12, 15, and 22.
- c. Ed announced that Leah Waks is now the Coordinator of Undergraduate Studies as well as the newly appointed Director of Undergraduate Studies.
- d. Ed distributed the teaching assignments for the Fall of 1999 as well as the tentative teaching assignments for the Spring of 2000. Ed is also requesting additional funding for full-time lecturers next fall and spring because currently we are the second largest major in the college, and with the inclusion of the public relations program, we could possibly become the largest major in the College by next year. We will also be hiring an administrative assistant for the undergraduate program. The position represents a part-time position, with the intent of making it a full-time position at some future time. Ed announced the addition of the Coordinator for Outreach Services position, which will include internship coordinator responsibilities. For next year, Alexandra Morrison will assume that position full-time. Thereafter, we will request that a search be conducted.
- e. Ed explained that room changes will be needed for next year. The plan is to ask the graduate students to vacate their offices in the northern corridor by June 1st with the expectation that their new offices will be ready by July 1st in what is now the 19th Century Musicology space. For those graduate students requiring space during that time for teaching purposes, adjustments will be made.
- f. Ed informed us that our departmental self-study is now scheduled for the Spring of 2000. Because the process is labor intensive, we will start preparations for the study in the ensuing months. Jim (Grunig) suggested that we attempt to seek PRSA certification simultaneously.
- g. Leah reported that currently we have 363 majors with an additional 117 new majors. Leah also noted an increase in advising hours for undergraduate advising. Michael Chambers is going to aid Leah in undergraduate advising this semester to insure that one of them is available Monday-Thursday. In addition, Leah stated that we now have 67 majors with a GPA 3.0 or higher, and 15 with a GPA of 3.5 or higher. Leah also explained that the College is attempting to increase its retention rates. Toward that end, we need to try to send in mid-term warning grades. Thus, we (faculty and graduate students) should attempt to comply with the university's mid-term warning grade deadline. Gaines reminded us that graduate students need to see the course directors for the classes that they are teaching before the semester begins.

- h. Shawn noted that our first departmental colloquium for the semester is Friday, February 5, 1999, featuring Dr. Jennifer Monahan from the University of Georgia.
- i. Jim (Klumpp) explained that the new requirements for the graduate program are now posted on the Web. The old requirements are likewise posted. He also indicated that he can install an internet desk-top web page on any faculty computer as a bookmark or as a home-page for anyone who is interested. Such links are already installed on the lab computers.
- j. Jim (Klumpp) informed us that the date for the MA oral exam is April 16, 1999. As we recruit for next year, Jim explained that we now have funds to bring graduate students to campus in order to interview applicants for fellowship positions. When such students visit campus, Jim expects to make arrangements for certain faculty to meet with such students. Gaines applauded Jim's successful efforts to increase the number of departmental fellowships. Finally, Jim noted that we received approximately 300 inquiries this year about our graduate program and 130 applications. Bonnie explained that over 70 letters were sent out to prospective graduate applicants.
- k. Ed reminded us that as the semester begins, we have a lot of people wandering around the department in need of help. He encouraged us to be as courteous as possible in aiding such people.
- l. Ed detailed the rationale for the new photocopying policy. As he explained, we should not be worried about the need to make copies for legitimate reasons. The policy is designed to control the copies being made by people not from the Department who may have access to the machine. The access code is designed to restrict such use. Bonnie indicated that the college work study students can make copies for us and that those copies will not count against our individual totals. We just need to insure that we allow sufficient time for the students to make the copies.

Shawn Parry-Giles
Secretary, Departmental Assembly

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

February 19, 1999

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Amy Heyse, James Klumpp, Alexandra Morrison, Shawn Parry-Giles, Leah Waks, and Andrew Wolvin

Guests Present: Flora Chun-Ju, Leslie Dinauer, Lisa Gring-Pemble, James Grunig, Laurie Grunig, Leah Ritchie, and Robert Silver

1. Approval of the Minutes:

- a. The minutes of January 29, 1999 were approved.

2. Election of Department Senator and Collegiate Counselor:

- a. Shawn Parry-Giles was nominated and elected to serve as Department Senator.
- b. Robert Gaines was nominated and elected to serve as Collegiate Counselor.

3. Discussion of Candidates for Assistant Professor (Public Relations) Position:

- a. During our departmental assembly meeting, graduate students, lecturers, and faculty members voiced their support and concerns regarding the two candidates interviewed for the assistant professor position. Undergraduate representatives were unable to attend the meeting but Leah Waks offered their sentiments during the open meeting. Overall, Dr. Linda Aldoory received support among the graduate students and the undergraduate students. Students believed that her research program and her interest in teaching graduate and undergraduate students would represent an asset to the department. Dr. William Elwood received no support among the graduate students or the undergraduate students because they concluded that he did not have the necessary background in public relations to teach courses and direct research projects.
- b. We spent some time discussing the applicant pool and the possible need to bring in another candidate. Such an option received minimal support because the search committee believed that we reviewed the top applicants for the position.
- c. We deliberated briefly over concerns raised by some faculty members and students regarding the intellectual rigor of Aldoory's research program. Aldoory's research program, though, received strong support from some members of the search committee.

Shawn Parry-Giles
Secretary, Departmental Assembly

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

March 12, 1999

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Amy Heyse,
James Klumpp, Shawn Parry-Giles, Mark Tosso, and Leah Waks

Guests Present: James Grunig

1. Approval of the Minutes:

- a. The minutes of February 19, 1999 were approved.

2. Reports:

- a. Ed explained the history of the name change for the Mass Communication Ph.D., housed in the College of Journalism. The Department of Communication was not properly informed of the proposed name change. Nevertheless, we did approve the name change of the Ph.D. in the College of Journalism to "Journalism and Public Communication." We asked though that the course titles include "journalism with public communication." Jim (Klumpp) suggested that we need to insure that the term "journalism" is not dropped at some future date.
- b. Ed announced that Noemi Marin received an excellence in teaching award, and that Deb recently published an article in the Journal of Asian Pacific Communication. Shawn's article in the Journal of Communication is now published.
- c. Ed announced that Linda Aldoory accepted the assistant professor position. He also announced that the department was authorized to hire Laura Drake for an assistant professor position. Aldoory's expertise is in public relations and Drake's expertise is in intercultural communication and negotiation. Ed stressed that Drake's hire does not replace a position in rhetoric. Because she was a finalist for one of our previous positions this year, we could hire her without conducting another search. The enhancement plan goal is still in effect where we hope to hire a senior professor in rhetoric once it is authorized by the College of Arts and Humanities.
- d. Ed explained that some graduate students were concerned with sabbaticals for the rhetoric faculty over the next two years. He announced that if Drake is hired, Gaines will teach an additional rhetoric seminar next year. We may try to hire additional staff to teach other courses that need to be taught in the department. Ed explained that the new assistant professors could serve on master's and Ph.D. committees.
- e. Ed updated us on the plans for the departmental self-study. The study begins officially in January, 2000. Once the self-study and the internal review are completed, we will then have an external review.

- f. Ed noted that the salary committee (Gaines, Wolvin, Parry-Giles) needs to begin their process. We all need to prepare our 3 year and 1 year review by April 19th, 1999. We can use the same form for both, which is available on the network. The recommendations from the salary committee are due by May 3rd. The one page form that Ed distributed several weeks ago is due on March 18th.
- g. Amy announced that the co-presidents of SPAM are Lisa Gring-Pemble and Leslie Dinauer. The secretary-treasurer is Tracie Sawyer. Michael Chambers is the representative to the Graduate Studies Committee and Laura Janusik is the representative to the Undergraduate Studies Committee. Finally, Amy Hesye is the representative to the Departmental Assembly.
- h. Ed talked about the success of the Communication Club's bowling and pizza party. Numerous faculty, staff, and graduate and undergraduate students attended.
- i. Leah indicated that she received a list of admitted first year students for next year. Out of the 130 students who identify an interest in the department, 12 are honors students and 39 are College Park scholars. We agreed that Leah and Mark will write a letter to all of the honors students and the College Park scholars, encouraging them to come to the University of Maryland. All 130 admitted students will receive a letter from the Department of Communication. Leah also explained that because several departments within the College of Arts and Humanities have their own graduation ceremonies, the physical plant personnel have expressed concern over their ability to set up for all of these separate graduation ceremonies. As a result, they are asking that more combined ceremonies exist within the College. Leah shared a letter from one of our honors students who articulated support for a departmental ceremony. We agreed to proceed with such a ceremony but concluded that, in general, we should have student speakers only. The Undergraduate Studies Committee will work out the details.
- j. Shawn announced that Michael Gurevitch from the College of Journalism was our colloquium speaker for the day.
- k. Jim (Klumpp) explained that 4 out of the 5 fellowship applications that the Graduate Studies Committee submitted were granted by the Graduate School. More will be nominated. The Committee currently has admitted 17 students.

3. **Search Process:**

- a. Ed requested that we discuss the search process for our most recent hires. Jim (Klumpp) expressed concern over the reporting of information from individual meetings with candidates because of the inability to cross check perceptions. He also saw problems with the ambiguity in who articulates the recommendation to the chair regarding the top candidate. Jim (Grunig) found it problematic that assistant professors were not allowed to participate in the final vote. Deb expressed concern over having assistant professors make such crucial decisions when they are new to the department. Gaines indicated that the APT Committee welcomed proposals for amendments. We agreed that if no such proposals were brought forth, the existing process would remain in place.

4. **Announcements:**

- a. Bonnie issued the following announcements: (i) if you wish to have ARHU support for travel in the next few months, please send a message to Dr. Rutherford; (ii) if you wish to transfer support from one trip to another trip, let Dr. Rutherford know so he will allot more funding if the travel is west of the Mississippi; (iii) if you have already made a trip and didn't get ARHU support, please send a message to Dr. Rutherford. There are funds remaining to be spent; (iv) if you are not travelling to a place already funded by ARHU, inform Dr. Rutherford. While most people are supported for two trips a year, you can gain additional funding from the College. The department also has travel funds available.

Shawn Parry-Giles
Secretary, Departmental Assembly

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING

April 9, 1999

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Amy Heyse, James Klumpp, Alexandria Morrison, Shawn Parry-Giles, Mark Tosso, Leah Waks, and Andrew Wolvin

Guests Present: Sungeun Chung, Laura Drake, and James Grunig

1. Approval of the Minutes

- a. The minutes of March 12, 1999 were approved.

2. Reports:

- a. Ed distributed the previous departmental self-study. The next self-study process begins officially in January of 2000. We hope to begin the process of data collection though in the ensuing months. Andy reminded us of the need to cross-check all of the needed information to insure that our report meets the expectations of the college and university.
- b. Ed indicated that the Salary Committee met and offered recommendations for the retention funds. Based on the committee's conclusions, Ed compiled a report for the Dean's office. On April 19th, 1999, the first and third year review forms are due from each faculty member. The Salary Committee is scheduled to meet from 9:00-11:00a.m. on April 20th to make recommendations concerning merit pay.
- c. We discussed the orientation calendar for the Fall of 1999. The Fall semester is slated to begin on September 1, 1999. We tentatively agreed to begin our orientation process on Monday, August 23, 1999.
- d. We reviewed the post-tenure review schedule. We were pleased to learn that Andy successfully completed the review process this past year. Because department chairs are reviewed separately, Ed will not proceed through the post-tenure review process as previously scheduled. We determined though the following post-tenure review schedule: Larissa Grunig (2000); Robert Gaines and James Grunig (2001); and James Klumpp (2002).
- e. Ed explained that we are offering more summer courses in 1999 than in past summers. The hope is that the courses will fill so that we are able to generate revenue for the department.
- f. Concerning the Fall 1999 schedule, Ed informed us that we are adding two new courses because of Laura Drake's hire: COMM 426 and COMM 698V. In addition, Robert Gaines will be offering a graduate seminar in the Spring. Overall, the department is scheduling 8 non-required graduate seminars and 4 graduate seminars during the Fall semester.

- g. Ed reviewed the budgetary concerns for the next fiscal year. The department is requesting 34 assistantships but the Dean's office has earmarked only 28 assistantships because of inaccurate information about the number of assistants we currently have. There is also a \$123,000 discrepancy between the budget we requested and the allocation currently determined by the Dean's office. Ed feels confident, however, that both of these two issues will be resolved in such a way that will meet our departmental needs for next year. We are still assessing the space needs within the department.
- h. Ed reported that we are in the beginning stages of the search process for the program management specialist position. We will hire someone for a part-time position for next year, with the hope of turning it into a full-time position the year thereafter. The person within this position will work predominantly with the undergraduate program.
- i. Ed asked our opinion about inviting the Dean to our May departmental meeting. We concurred that we would like to invite him to the meeting to thank him for all of his support this past year and to talk about the future of the college.
- j. Ed indicated that if we have suggestions for the Faculty Advisory Committee concerning future search plans, we should give them to either Deb Cai, Ed Fink, Robert Gaines, or Andrew Wolvin.
- k. Leah reported that Spring graduation is scheduled for the Hoff Theater. She anticipates that some 500 individuals may attend the departmental ceremony on Sunday, May 24th at noon.
- l. Gaines distributed and reviewed the Faculty Advisory Committee Report for the year, which addresses numerous departmental goals concerning the undergraduate and graduate programs, technology and space issues, climate issues, office administrative concerns, as well as administrative task issues.
- m. We spent time discussing the compilation of an internship pamphlet. We determined that if necessary, the Undergraduate Studies Committee needs to review the brochure to approve any substantive changes to the existing informational material.
- n. Jim (Klumpp) explained that if we have materials for the Communication Research Center, we need to place the material within his file server box on the web.
- o. Jim (Klumpp) reported that we received 6 of 9 fellowships this year, but that over half were turned down by the applicants. Nevertheless, Jim indicated that we have a strong entering class with at least 14 current graduate students returning in the Fall. Approximately 23 public relations students will likewise be joining our department next semester, with 4 of those students receiving assistantships from the department. We talked about the need to provide mailboxes for each of these entering students. Maggie is going to speak with Bonnie about this issue.

Shawn Parry-Giles
Departmental Secretary

MINUTES FROM THE DEPARTMENTAL ASSEMBLY MEETING
May 7, 1999

Members Present: Deb Cai, Edward Fink (Chair), Robert Gaines, Amy Heyse, James Klumpp, Alexandra Morrison, Shawn Parry-Giles, Leah Waks, and Andrew Wolvin

Guests Present: James Grunig, Larissa Grunig, Diane Blair, Sungeun Chung, Leslie Dinauer, and Michele Mason

1. Approval of the Minutes:

- a. The minutes of April 9, 1999 were approved.

2. Reports:

- a. Ed announced that the departmental orientation will start on August 23, 1999. The campus teaching assistant orientation is scheduled for August 25, 1999.
- b. Ed indicated that we still do not have a budget for the 1999-2000 academic year. Currently, the department has offered 34 teaching assistantships; 31.5 of the assistantships are filled. The department also received approval for hiring Trevor Parry-Giles as a Visiting Assistant Professor.
- c. Ed informed us that we will learn of the retention requests on May 20, 1999. The Dean is currently reviewing the merit pay recommendations.
- d. Ed explained that we are currently in the process of searching for an Academic Program Specialist for the Summer of 1999.
- e. Ed detailed the search plans for next year. The Dean's memo indicated that we can only request a line if the money currently exists in the budget. The department plan though is to add an Assistant and Full Professor line in Rhetoric when the next searches are allocated. Larissa Grunig will chair the search process for the Assistant Professor position in Public Relations next Fall.
- f. Ed referenced the Faculty Advisory Committee Report, which reveals that committee's official recommendations and priorities for the upcoming year. We all received a copy of this report.
- g. Leah reported that the all-university commencement is scheduled for 9:00 a.m., Monday, May 24, 1999. The department commencement will follow at noon. Students will be invited to an all-campus reception. At this point, the department anticipates graduating 110 students. We currently have some 450-480 majors in the department.
- h. Alexandra explained that through the help of Larissa and Jim, she was able to

- obtain the list of internships from the College of Journalism. Public Relations' internships will now be offered through the Department of Communication beginning in the Fall.
- i. The final colloquium for the 1998-1999 academic year is scheduled for May 14, 1999.
 - j. Deb reported that we have a balance of \$75.00 in the social fund. We concluded that the funds should be used primarily to pay for the NCA Reception, and for sending flowers in the cases of illness and death.
 - k. Ed explained that some graduate students are hoping to sponsor a departmental graduation ceremony for July 10, 1999. We have several students who will not be finished with their graduate work in time for the May commencement and who also will not be able to return for the December commencement. Several faculty members articulated opposition to faculty participation. We talked about the need for students to meet deadlines for scheduling defenses.
 - l. Jim (Klumpp) indicated that the department is going to create a web site that informs prospective students specifically what they would study in the Department of Communication at the University of Maryland.
 - m. Jim (Klumpp) also reported that it is time to make requests for next year's computer needs. The emphasis for next year will be on the acquisition of more graduate computers and computer support for instructional purposes. Those using Word should request an update on their virus pack. He also explained that the College will no longer support individual faculty printers. The goal is to replace such printers with used ones from Terrapin Trader when the existing ones break down. We are also going to try to nominate someone from the department to serve on the recently established Committee on New Technologies.
 - n. As Director of Graduate Studies, Jim reported that 16 new graduate students were admitted into the program for next year. He indicated that we need to specify more explicitly the areas of study that we offer in the Department of Communication. Faculty members in each area will be asked to detail the various specialties. The goal is to generate an introductory web page and then develop a full page for each specialty.
3. **Visit by Professor James F. Harris, Dean, College of Arts and Humanities:**
- a. The Dean congratulated us on a good year and praised Ed's work as an aggressive defender and advocate for the Department. He spoke of the 34% increase in students for the College of Arts and Humanities. In response to Andy's question about our management of a large undergraduate population, the Dean reviewed different approaches to enrollment management. He urged us to develop a departmental strategy for enrollment management. He also articulated his concern for our enrollment problems and acknowledged our ambitious and laudable goals. He spoke of the benefits and problems with a limited enrollment program. In response to Gaines' question about indicators of departmental quality, the Dean answered that a quality department should: seek news that can be shared with the Provost; place graduate students in esteemed institutions and undergraduates in quality jobs and graduate programs; receive notable awards and prizes; win external fellowships; and obtain prestigious grants. In response to concern about

the lack of travel money from Jim (Grunig), the Dean indicated that the department needs to decide how much of its budget it will allocate for faculty travel. The Dean also talked about the accomplishments of the College in upgrading its technical support as well as the future goals in that area. In response to queries concerning tenure, the Dean suggested that the Department's mission is to get people tenured. The candidate for tenure also needs to be reviewed positively by external faculty residing at comparable universities. The outside letters help define the standards as such external reviewers are asked whether or not the faculty member in question would receive tenure at their institution. The goal is to insure that the University of Maryland is operating at a Research I level. The Dean concluded by commenting on the complexities of the space issue and the institutionalization of the Forensics program.

III. Proposed Amendment to Department Plan of Organization:

- a. We approved the motion that the undergraduate representative on the Departmental Assembly serve as a voting member.

Shawn Parry-Giles
Departmental Secretary