

DEPARTMENTAL ASSEMBLY MINUTES
9:30 a.m., August 27, 2003

PRESENT:

E. L. Fink (Chair), C. Byerly, D. Cai, R. Gaines, J. Gowin, J. Grunig, L. Grunig, S. Hubbard, J. Klumpp, S. Parry-Giles, T. Parry-Giles, M. Phillips, B-L. Sha, M. B. Tonn, M. M. Turner, B. Waggoner, L. Waks, L. D. Witz, A. Wolvin.

1. The agenda was approved by acclamation.
2. The minutes of the May 2, 2003 Departmental Assembly were approved by acclamation.
3. Election of Assembly Secretary: T. Parry-Giles was elected by acclamation.
4. Chair's comments:
 - A. The Chair welcomed M. M. Turner to the faculty.
 - B. The Chair declared the academic year 2002-2003 a success as evidenced by grants, awards, internships, the newsletter, and the preunion.
 - C. The Chair discussed directions for the academic year 2003-2004:
 - a. The Chair reported on budgetary changes concerning faculty vacancies: the College will provide 80% of salary from a vacant line and salary savings will have to be returned to the College each year. If a vacancy occurs because of a tenure denial by the department, the department will retain 100% of the salary on the line.
 - b. The Chair reported that the ARHU Dean expects 2-3 searches in the College this year. The Chair is hopeful that the Department will be authorized to conduct one search.
 - c. The Chair reported that the NRC study may be two years away, and that the NCA study may happen this year.
 - d. The Chair reported that the Department is teaching three courses at the Shady Grove campus. There is a desire at Shady Grove that the Department be more involved in course offerings, but there are not enough resources at College Park. Discussions are underway about the Department's involvement with the Shady Grove campus.
 - e. The Chair reported that the FDA is likely to award additional funds for the Center for Risk Communication Research if we exhaust the \$10,000 seed money budget this year.
 - f. The Chair reported that the technology proposal for an outfitted and staffed Media Center is currently with the College, to be sent to the Student Fees Committee. The Chair is hopeful that this proposal will be approved.

- g. The Chair reported that the President and the Provost are urging increased faculty attendance at campus-wide commencement ceremonies. The Chair requested that the FAC discuss our Department's willingness to comply with this request.
 - h. The Chair reported changes in office space use: 2104 will house six Ph.D. students; 2108 will house five Ph.D. students; 2102 will house 20+ Ph.D. students; 0105 will house the new Department library and conference room. J. Klumpp requested that all keys provide access to 0105. The Chair reported that three new offices in Woods Hall will be allocated to the Department in Spring, 2004.
 - i. The Chair announced that the College Convocation is scheduled for Tuesday, September 9, 2003 at 3:30 pm.
5. Agenda correction: Collegiate Council Representative, T. Parry-Giles, not L. Grunig.
 6. Elections for the Faculty Advisory Committee: L. Aldoory, J. Klumpp, and A. Wolvin were elected to the FAC. Faculty were asked to submit lists of current professional service commitments to A. Wolvin.
 7. Reports were offered by all respective committees, directors, and representatives.
 - a. Director of Undergraduate Studies (L. Waks): December commencement dates: Campus—Saturday, December 20, 2003, 7:00 pm; Department—Sunday, December 21, 2003, 2:00 pm, Ritchie Coliseum. Current enrollment of undergraduate majors: app. 770.
 - b. Director of Graduate Studies (D. Cai): Graduate Studies Committee will consider changes in graduate exam scheduling. Feedback about Orientation was requested.
 - c. Graduate Councillor L. Grunig urged Department graduate students to apply for the “Golden Goose” award that is given for groups/organizations that support graduate student work.
 - d. NCA Party: The Chair reported that the Dean of Undergraduate Studies has provided \$4,000 for the NCA Party.
 - e. Colloquium Coordinator (L.D. Witz): Planning for a busy colloquium schedule proceeds. The following scholars have accepted our invitation to speak: James R. Andrews, Kit Spicer, John Oetzel, Craig Hullett, Michael Roloff, Ekaterina Haskins, Carolina Acosta-Alzuru, Bonnie Dow, David Roskos-Ewoldsen, Andrea Press, Dennis Mumby.
 - f. Library Liaison (T. Parry-Giles): In last year's serial review process, only one journal assigned to the Communication Fund was eliminated—*Word & Image*, an art journal. More cuts are likely.
 - g. Outreach Coordinator (J. Gowin): The Department's “Meet & Greet” event, as well as a networking event, will occur in conjunction with the First Look Fair, September 24 & 25. Faculty attendance is requested.

- h. College Park Senate (M.B. Tonn): Discussion concerning the proposal of COMM 107 as a University-wide requirement. R. Gaines requested that time at a future Assembly meeting be set aside to address the issue.
- 8. Old Business
 - a. L. Waks requested that faculty identify promising undergraduates for the Honors program. J. Grunig requested that a list of eligible undergraduates be circulated among faculty to assist in identifying strong Honors candidates.
 - b. M.B. Tonn announced that the University Honors program Director position and the Director position at the Center for Teaching Excellence are vacant.
- 9. New Business: None
- 10. Adjournment occurred at 11:25 am
- 11. Future Assembly Meeting Dates: 9/5; 10/3; 11/7; 12/5

Submitted by T. Parry-Giles

DEPARTMENTAL ASSEMBLY MINUTES
10:00 a.m., October 3, 2003

PRESENT:

E. L. Fink (Chair), C. Byerly, D. Cai, Y-R. Chen, J. Erxleben, R. Gaines, J. Gowin, L. Grunig, K. Kendall, J. Klumpp, J. McCaleb, M.F. Meffert, S.J. Parry-Giles, T. Parry-Giles, B-L. Sha, B. Stillion Southard, B.F. Stillion Southard, N. Tindall, M.M. Turner, L. Waks, L.D. Witz, A. Wolvin.

1. The agenda was approved by acclamation, with reports moved to after the action items.
2. The minutes of the August 27, 2003 Departmental Assembly were approved by acclamation.
3. Graduate Director Report (D.A. Cai) (Action Item): D.A. Cai (on behalf of the Graduate Studies Committee) moved changes to the graduate program requirements and procedures attached to the agenda. Current students may choose to abide by the existing policies or to adopt the new policies in the formation of their program. The new policies, if approved, would apply to all graduate students in the 2004-2005 incoming cohort and later. Discussion ensued concerning proposed changes. L. Grunig proposed an amendment to lines 74-5 of the proposal to read "The oral portion of the examination shall occur no earlier than the sixth week but within the same semester in which the written examination was undertaken." Amendment seconded by L. Aldoory. Discussion ensued concerning the proposed amendment. Amendment passed. Discussion returned to the main proposal. L. Aldoory moved an amendment to strike lines 107-110 and other wording from the policy to achieve consistency with the proposed change. L. Grunig seconded the amendment. Discussion ensued concerning the proposed amendment. Amendment was defeated. D.A. Cai moved to change line 107 to read "By the end of the first week" rather than "By the end of the first day." R. Gaines seconded the amendment. Amendment passed. Discussion ensued concerning the main proposal. Proposal passed as amended.

Other changes were identified that created consistency in the policy as passed.

D.A. Cai (on behalf of the Graduate Studies Committee) moved proposed changes to the policy for standards for satisfactory progress and good standing toward the graduate degree. Discussion ensued concerning the proposal. S.J. Parry-Giles moved to insert "second" before semester in the fifth bullet. R. Gaines seconded the amendment. Discussion ensued concerning the amendment. Amendment was defeated. Proposal passed as submitted.

D.A. Cai (on behalf of the Graduate Studies Committee) moved proposed change to policy for review of students failing to maintain satisfactory

progress. Discussion ensued concerning the proposal. R. Gaines moved an amendment that would insert in the proposal “If the Committee recommends (a) or (b) above, and the Director concurs, then the student is returned to good standing.” J. McCaleb seconded the amendment. Discussion ensued concerning the amendment. Amendment passed. R. Gaines moved an amendment “If the Committee recommends termination and the Director concurs” to alter the proposed change “If the Director or the Committee.” D.A. Cai seconded the amendment. Discussion ensued concerning the amendment. Amendment was defeated. Proposal passed as amended.

4. Chair’s comments:
 - A. Reallocation: The Chair announced that the Dean has asked for a budget reallocation of 10% of state funds, to occur from FY 2005 to 2009.
 - B. Review of Departmental Strategic Plan: The Chair requested that each research area and the Graduate Studies and Undergraduate Studies Committees review relevant portions of the strategic plan and submit any proposed changes to the FAC by 2/1/04.
 - C. Faculty Search: The Chair announced that a search committee was formed (S.J. Parry-Giles, chair; J. Grunig; D.A. Cai; N. Tindall) and that position advertising is working through appropriate approval channels at the College and University levels.
 - D. The Chair announced that the Departmental Library (Skinner 0105) is now open and he encouraged departmental use of this facility
 - E. The Chair announced that the Dean has been invited to the department’s commencement and will attend.
3. Adjournment occurred at 11:59 am.
4. Future Assembly Meeting Dates: 11/7; 12/5.

Submitted by T. Parry-Giles

DEPARTMENTAL ASSEMBLY MINUTES
10:00 a.m., November 7, 2003

PRESENT:

E. L. Fink (Chair), L. Aldoory, C. Byerly, D. Cai, R. Gaines, J. Klumpp, J. McCaleb, M.F. Meffert, S.J. Parry-Giles, T. Parry-Giles, B-L. Sha, B. Stillion Southard, B.F. Stillion Southard, L.D. Witz, A.D. Wolvin.

1. The agenda was approved by acclamation, with reports moved to after the action items.
2. The minutes of the October 3, 2003 Departmental Assembly were approved by acclamation.
3. Chair's comments:
 - A. Reallocation: The department was asked to submit a reallocation plan by 10/24. The Chair formulated a plan and presented it to the FAC. The Dean praised the plan. The plan shifts teaching money to support research and Center activities. Plan implementation will occur through departmental committee structure. The plan is currently working its way through administrative channels.
 - B. Technology proposal: The Chair announced that the re-submitted proposal went again to the Student Technology Committee. A change was announced putting the dissemination of such money through colleges.
 - C. College support for Public Address Conference, Colloquium Series: The Chair announced that the College has approved DRIF money for one-half of this year's colloquium series. The College has approved DRIF money for planning the Public Address Conference.
 - D. LEP program review: The Chair announced that a report is in process reviewing the LEP program. We have approximately 800 majors, a decline from a high of 1200.
 - E. Shady Grove: The Chair and A.D. Wolvin met with administrators about increasing departmental involvement at Shady Grove without additional support. The Chair was displeased by the outcome of the meeting. Discussion ensued as to the wisdom of pursuing teaching at the Shady Grove campus.
 - F. Fellowship block grants: The Chair announced that the Graduate School is going to shut down the existing fellowship block-grant program and its open competition fellowships. Money will go now to the College. The College will then distribute the money to departments. The result will be less money overall. The Dean wants to be assured that each department

receives comparable levels of funding based on a three-year average of money awarded.

4. Action Item: J.F. Klumpp reported on a revision of the APT procedures to reflect current department policy and procedure.

J.F. Klumpp announced that APT considered the procedure for evaluating other-titled teachers. APT recommends an amendment to Section IV.C of the procedure to read, "Exceptions to this procedure shall be granted by a majority of the APT Committee present and voting at a meeting of the committee." Discussion ensued about the proposal and the evaluation of other-titled teachers in general. Motion passed.

R.N. Gaines announced that he has submitted a revision of the procedure and criteria for evaluating other-titled teachers to the FAC. A proposal may or may not be forthcoming.

5. Other Reports:

- A. Director of Undergraduate Studies: Commencement scheduling is still underway.
- B. Director of Graduate Studies: D. Cai urged faculty and graduate students to attend the Graduate Open House at NCA on Thursday, 2-4:30.
- C. Graduate Councillors: No report.
- D. Colloquium Chair: L.D. Witz announced the two remaining colloquia this semester. They are: Dr. Christopher Spicer, December 5 and Dr. Ekaterina Haskins, December 12.
- E. Social Fund Chair: No report.
- F. Human Subjects Review Committee Chair: E.L. Fink reported on a committee meeting to clarify and expedite HSRC procedures.
- G. Library Liaison: J.F. Klumpp reported that starting in January, the CommSearch database will be available through EBSCO. A change is forthcoming about library processing of information regarding journals. Library directors are seeking greater control over reviews of research.
- H. Collegiate Council: T. Parry-Giles reported that there was discussion in the Collegiate Council regarding the CORE proposal and that a review of the College's Plan of Organization is underway.

- I. Director of Advancement: T. Parry-Giles reported that a graduate brochure, research area fact sheets, and a guide to the Department's participation at NCA are in preparation for the upcoming NCA convention.
- J. NCA Party Chair: E.L. Fink reported that an e-mail invitation was sent with considerable bounce back. All is in place for the party.
- K. Outreach Coordinator: No report.
- L. Webmaster: No report.
- M. PRSSA Chapter: No report.
- N. Quantoid Brown Bag: E.L. Fink reported that there will be a brown bag in December. L.D. Witz announced a brown bag scheduled for March 5, with a faculty member from the business school.
- O. University Senate: C. Byerly reported that she is a member of the Faculty Affairs Committee of the University Senate and seeks input on faculty matters for committee consideration. L. Aldoory announced her appointment to the Academic Procedures and Standards Committee of the University Senate. J.F. Klumpp announced his appointment to the Elections, Representation, and Governance Committee of the University Senate.
- P. Public Address Conference: No report.
- Q. Center for Political Communication and Civic Leadership: S.J. Parry-Giles announced that the Center has prepared a NEH grant proposal with supportive cost-sharing from the College and the department. She also announced that the Center is hosting a town hall meeting aimed at youth voting and election information.
- R. Search Committee: S.J. Parry-Giles announced that three applications have been received for the search. Announcement of the search was widely advertised.
- S. Center for Risk Communication Research: L. Aldoory announced that the CRCR is hosting an introductory reception at the Society for Risk Analysis convention in Baltimore, December 9, 5-6:30. The CRCR has a working group that is organizing CRCR activities. CRCR is also planning a mini-conference in June.
- T. Qualitative Brown Bag: No report.

6. Old Business: None
7. Additional new business: None
8. Future Assembly Meeting Dates: 12/5.
9. Adjournment occurred at 11:55 am.

Submitted by T. Parry-Giles

MINUTES OF THE DEPARTMENTAL ASSEMBLY

December 19, 2003
10:00 a.m.

Attendance: E. L. Fink (Chair), L. Aldoory, D. A. Cai, Y.-R. R. Chen, S. Coffey, B. Dart, M. Downie, R. N. Gaines, J. S. Gowin, J. E. Grunig, L. A. Grunig, M. Kane, J. F. Klumpp, Y. Luo, M. F. Meffert, S. J. Parry-Giles, T. Parry-Giles, B.-L. Sha, M. Sung, N. Tindall, M. B. Tonn, M. M. Turner, M. A. Van Dyke, B. Waggoner, L. Waks, L. E. D. Witz, A. D. Wolvin

The three candidates who were invited for interviewing for the senior faculty position in public relations were discussed. The candidates were:

Dr. W. Timothy Coombs (Ph.D., Purdue University, 1990)
Associate Professor, Department of Speech Communication, Eastern Illinois University
Visit Date: December 17, 2003
Colloquium Title: “Developing the Situational Crisis Communication Theory”

Dr. Kirk Hallahan (Ph.D., University of Wisconsin-Madison, 1995)
Associate Professor, Department of Journalism and Technical Communication, Colorado State University
Visit Date: December 8, 2003
Colloquium Title: “Examining Online Organizational-Public Relationships”

Dr. Wayne David Woodward (Ph.D., University of Illinois at Urbana-Champaign, 1991)
Associate Professor, Department of Humanities-Communications, University of Michigan-Dearborn
Visit Date: December 15, 2003
Colloquium Title: “Transactional Learning, Cultural Ecology, and Communication in a Detroit Homeless Shelter”

All present had an opportunity to speak. One graduate student distributed e-mails from two graduate students who were unable to attend the Assembly.

The meeting was adjourned at 10:40 p.m.

DEPARTMENTAL ASSEMBLY MINUTES

10:00 a.m., May 7, 2004

PRESENT:

E. L. Fink (Chair), L. Aldoory, D. Cai, R. Gaines, J. Gowin, J. Grunig, L. Grunig, J. Klumpp, J. McCaleb, S.J. Parry-Giles, T. Parry-Giles, B-L. Sha, M.B. Tonn, M.M. Turner, L. Waks, A.D. Wolvin.

1. The agenda was approved by acclamation.
2. Chair's comments:
 - A. Budget: The Chair discussed budget issues and concluded that the financial position of the department is sound. Proceeds from winter term and summer school are beneficial. The Department will take out an advertisement in the *Diamondback* to encourage student enrollment in summer courses. The Department is also instituting a 200-level summer internship program.
 - B. Workload and Independent Study: The Department regularly has approximately three individuals (varying from year to year) who do not meet the 5-course mandated workload requirement. Students should register for dissertation and independent study credits when appropriate to alleviate concerns about workload. R. Gaines noted that workload policies are found at the University of Maryland System web site.
 - C. COMM 231 & 232: Courses previously offered by the Journalism College for the Department's undergraduate PR students are coming to the Department and the Department will receive \$10,000 from the Journalism College budget and \$25,000 from the Provost in permanent budget enhancements and a possibly one-time allotment of \$10,000 in ACCESS money. Richard Toth has been hired to teach these courses (and others as needed).
 - D. Salary: There will be a cost-of-living increase of \$752.00 per person. The merit pool is 2.5%, of which portions are allocated to the Provost and the Dean. The remainder of 1.75% is for Department use. These figures are all projections.
 - E. LEP Renewal: L. Waks, the Chair, and Dean Strauch met with the Provost's Advisory Committee on Admissions and Advising. The Chair expects renewal of the LEP with some changes.
3. Other Reports:
 - A. FAC: A. Wolvin reported on several meetings. Graduate awards were selected and will be presented at an awards ceremony on May 7.

Sentiment was expressed for standardizing the awards procedure. FAC is also reviewing the Strategic Plan in light of submissions from various departmental groups. A Codicil to the Strategic Plan is forthcoming. FAC is also revisiting the search process. FAC is also examining issues of staff support, course evaluation process of the Department, a proposal for a Research Seminar, and Departmental Assembly participation.

- B. Director of Undergraduate Studies: L. Waks announced that commencement is May 21 at 1:00, Ritchie Coliseum. Faculty members are asked to arrive at 12:30. The Department is issuing tickets and faculty will receive tickets to ease entry into the coliseum. The Lambda Pi Eta induction is May 11, 8:00 pm in Skinner 0104. The faculty members of the Undergraduate Studies Committee have decided not to move toward a minor in Communication. J. Klumpp moved for working toward the conversion of the existing citation in Rhetoric to a minor in Rhetoric in conjunction with the English Department, seconded by T. Parry-Giles. Discussion ensued that addressed the motion. Motion passed, 11-0-1.
- C. Director of Graduate Studies: D. Cai reported that 18 students have been admitted for the Fall, with two students still outstanding. Cai reported concerns about the Preunion. Cai reported concerns about Departmental deadlines. Cai reported that there will 12 M.A. graduates and 3 Ph.D. graduates this spring.
- D. Graduate Councillors: E.L. Fink reported that the Provost is examining the elimination of the Graduate School.
- E. Colloquium Chair: M.M. Turner requested nomination of speakers for the 2004-2005 colloquium series.
- F. Social Fund Chair: No report.
- G. Human Subjects Review Committee Chair: M.M. Turner reported that she will be forwarding procedures for summer consideration of HSRC reviews.
- H. Library Liaison: J. Klumpp reported that some journals might be eliminated. The Communication & Mass Media database will be costly and may result in future cuts.
- I. Collegiate Council: T. Parry-Giles reported on the vote underway for the revision of the ARHU Plan of Organization.
- J. Director of Advancement: T. Parry-Giles requested that faculty members submit their reports for the annual Departmental newsletter.

- K. Outreach Coordinator: J. Gowin reported that new pictures of faculty will be taken.
 - L. Webmaster: No report.
 - M. PRSSA Chapter: B-L. Sha bid farewell and asked for a new sponsor for the PRSSA chapter.
 - N. University Senate: M.B. Tonn reported on Senate proposals for reforms to the APT process.
 - O. Public Address Conference: No report.
 - P. Center for Political Communication and Civic Leadership: S. Parry-Giles reported on the debut in the fall of the Political Advertising Resource Center.
 - R. Center for Risk Communication Research: L. Aldoory reported on a \$53,000 grant received, the Center's web site, and future plans.
6. Old Business: None.
 7. Additional new business: A. Wolvin bid farewell and thank you to B-L. Sha for her service to the Department. D. Cai bid farewell and thank you to M. Meffert for his service to the Department.
 8. Adjournment occurred at 11:55 am.

Submitted by T. Parry-Giles