

DEPARTMENT OF COMMUNICATION  
Department Assembly Agenda

September 1, 2017

Skinner 2127

10:00 a.m. to Noon

Those in Attendance: S. Parry-Giles (Chair), L. Anderson, N. Joyce, S. Khamis, J. Kim, B. Liu, K. Maddux, K. Namkoong, X. Nan, J. Olson, T. Parry-Giles, D. Pfister, A. Seate, E. Sommerfeldt, C. Steele, E. Toth, C. Woods, L. Waks, A. Wolvin, M. Yang, A. Farzad-Phillips

- I. Approval of Agenda: N. Joyce moved and S. Khamis seconded.
- II. Approval of May 5, 2017 minutes: L. Anderson moved and E. Sommerfeldt seconded as amended.
- III. Welcome of new member: A. Farzad-Phillips (graduate student representative); J. Olson (PTK representative); K. Namkoong and J. Kim (new TTK faculty).
- IV. Reports
  - a. S. Parry-Giles announced that the new PR faculty position has been approved by the Dean.
  - b. S. Parry-Giles updated the assembly on the hiring activity for PTK instructors for fall.
  - c. S. Parry-Giles announced an impending estate donation to the department that will be finalized on September 29, 2017. She will provide more details in October.
  - d. S. Parry-Giles announced the department's strategic planning process for 2017-2018.
  - e. L. Waks presented the Undergraduate Studies Committee Report, including the following three agenda items:
    - i. October 2<sup>nd</sup> is the deadline for the learning outcome assessment.
    - ii. The new re-envisioning curriculum will go to the PCC for approval, with a new course syllabi needed for Rhetorical Methods. K. Maddux will submit a sample syllabi.
    - iii. The complete design of the writing course, "Professional Writing for Communication" will be sent to the PCC committee.
  - f. K. Maddux reported that the Graduate School is requiring the GOAs to be revised. The new process will need to be voted on during the October assembly meeting.
  - g. X. Nan offered the following report about graduate student admissions:
    - i. The new cycle of graduate admissions is underway.
    - ii. E. Toth will serve on the graduate studies committee in the Fall and E. Sommerfeldt will serve on the committee during the Spring semester.
    - iii. A survey will be sent at the end of the semester to gather faculty input before admissions begins.
    - iv. The NCA graduate school open house will be on November 19 (Thursday) from 1:00 to 4:00 p.m. in Dallas, Texas.
  - h. D. Pfister announced the committee assignments that were finalized by the FAC.
  - i. L. Anderson shared the OCP/OCC Report:

- i. M. Lucas and R. Mazzone are new co-managing directors of the OCP.
    - ii. COMM 107 has a revised syllabus and a new textbook.
    - iii. A new group of peer consultants will open the OCC on September 11, 2017, offering bootcamps and workshops.
  - j. C. Steele announced the 2017-2018 series for AADHum, titled, “Black Movements.” This year’s activities include incubators, workshops, and a conversation series. All events are open to faculty, staff, and students. The workshop series represents a venue for open-dialogue on articles, conference papers, digital projects, dissertation research, grant proposals, and syllabi.
  - k. E. Sommerfeldt updated the assembly on the search for a Public Relations faculty member who specializes in digital public relations targeting diverse audiences. The review of applications will begin on September 22, 2017. All hiring suggestions should be sent to E. Sommerfeldt.
- V. Action Item
  - a. The Salary Advisory Committee was nominated and elected. The 2017-2018 members include: S. Khamis, K. Namkoong, and A. Wolvin.
- VI. Announcements
  - a. Fall Colloquia: Sept. 1 (Y. Slosarski); Oct. 6 (M. Fitzmaurice); Nov. 3—CHRC Lecture (Dr. Jim Dillard, PSU); Dec. 1 (Dr. Sungeun Chung, alum); Grunig Lecture: October 24 (5:30-8:30 pm)—Speaker: Rob Flaherty—CEO Ketchum

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

T. Anthony

- VII. Meeting of Graduate Faculty
  - a. Nomination of new GSIT instructors for adjunct faculty status (S. Parry-Giles): Ihab Ali, Karin Ruckhaus, Mirna Soares, Olivia Reinshagen-Hernandez, Robert Feron, Alessandra Bonatti, Isabelle Delabre

DEPARTMENT OF COMMUNICATION  
Department Assembly Minutes

October 6, 2017

Skinner 2127

10:00 a.m. to noon

Those in Attendance: S. Parry-Giles (Chair), L. Anderson, A. Farzad-Phillips, D. Hample, J. Gowin, S. Khamis, J. Kim, C. Knight Steele, B. Liu, K. Maddux, K. Namkoong, X. Nan, J. Olson, T. Parry-Giles, D. Pfister, A. Seate, E. Sommerfeldt, E. Toth, L. Waks, A. Wolvin, C. Woods, M. Young, and M. Gultinan

- I. Approval of Agenda: E. Toth moved and E. Sommerfeldt seconded.
- II. Approval of September 1, 2017 Minutes: E. Toth moved, and B. Liu seconded.
- III. Reports
  - A. S. Parry-Giles clarified details for the new Multi-Authentication System registration for all CAS users. The deadline to register is December 4<sup>th</sup>.
  - B. S. Parry-Giles reported on the estate gift from Mark and Heather Rosenker. A renaming ceremony to include the Rosenker name with the Center for Political Communication & Civic Leadership (CPCCL) will be held on November 10<sup>th</sup> from 12:00 to 1:00p.m. in SKN rm0200 with a reception to follow.
  - C. S. Parry-Giles asked that TTK instructors help with providing teaching reviews of PTK instructors and also agree to serve as mentors for PTK instructors.
  - D. S. Parry-Giles reported that more COMM information had been included in *ARHU In Review* than in years past; greater outreach is also underway.
  - E. S. Parry-Giles announced that due to a greater need for security, the double-doors to the Department will close at 5:00 p.m. with access restricted to those with a departmental key only.
  - F. S. Parry-Giles announced that instructors are encouraged to contact the BETA team for help with students who are disruptive or threatening. All incidents are to be reported to the Chair and to course supervisors. Emergencies should be reported directly to Campus Police. A counseling “warm-line” is also available.
  - G. S. Parry-Giles reminded TTK faculty members that RASA summer applications were due on October 8<sup>th</sup> at noon.
  - H. S. Parry-Giles reported on the status of ARHU teaching expectations – buyouts and course releases.
  - I. S. Parry-Giles reported on under-enrollment in special topics courses (undergraduate courses). She indicated that few special topics courses will be offered this spring. In the fall, the TTK faculty members will be covering a larger majority of the required courses under the new curriculum.
  - J. S. Parry-Giles reported that the UMD Thriving Workplace Survey will be sent on October 9. She encouraged everyone to fill it out.

- K. S. Parry-Giles provided an update on the status of the COMM Strategic Plan, including the October 13<sup>th</sup> meeting to envision the future of the department. The meeting will take place in the St. John's building.
- L. L. Waks announced that Commencement will be held on December 20<sup>th</sup> from 9:00 to 10:30 a.m. in the Clarice Smith Performing Arts Building. Barbara Jacoby will be speaking.
- M. Graduate Studies Report
  - a. X. Nan asked that all faculty sign up for the graduate open house at NCA in Dallas. The open house takes place on Thursday of NCA from 1:00 to 4:00 pm. Faculty are encouraged to meet and talk with students about their specific research areas.
  - b. K. Maddux asked that faculty provide feedback on student placement.
- N. D. Pfister discussed two issues as part of the FAC Report:
  - a. Encouraged increased attendance at the monthly colloquia.
  - b. Summarized the new faculty reporting system. A pilot will be tested by certain departments in the spring and then rolled out next year.
- O. L. Anderson reported on the new textbook for COMM 107. She indicated that she has received positive feedback on the updated COMM 107 design. She explained that feedback will also be welcome as they plan for Fall of 2018.
- P. C. Knight Steele reported on ADDHum. The Conversation series has launched with everyone encouraged to join. She also reported that the AADHum Scholar recipients will be announced soon.
- Q. E. Sommerfeldt reported on the strong pool of applicants for the Public Relations search. Skype interviews will soon commence and in-person interviews should finish before NCA.

#### IV. Action Item

- A. K. Maddux opened discussion on the updated Graduate Student Travel Policy from the Graduate Studies Committee. The new policy puts the general practice of graduate student travel in writing. One major change is that students need to be in good standing to receive travel support. Students are only eligible if they are in a graduate assistant position on campus and within their years of contractual funding as a graduate assistant. J. Olson requested that the policy use gender-neutral language. A. Farzad-Phillips requested that the item be tabled until the November Department Assembly meeting so graduate students have a chance to discuss the change. Motion deferred.

#### V. Announcements

- a. E. Toth announced the re-certification of the Public Relations undergraduate curriculum.
- b. T. Parry-Giles reminded members of the Assembly to register to attend NCA in November.
- A. E. Toth reminded the Assembly to sign up for the Grunig Lecture on October 24 from 5:00 to 8:30 p.m.
- B. Fall Colloquia: Oct. 6 (Megan Fitzmaurice); Nov. 3—CHRC Lecture (Dr. Jim Dillard, PSU); Dec. 1 (Dr. Sungeun Chung, alum)

C. Strategic Planning Meeting on October 13, 2017 from 2:00 to 4:00 p.m. in St. John's Bldg. rm0215.

Meeting adjourned at 11:38 a.m.

Respectfully submitted,  
T. Anthony