a.   Public Relations course

Tom informed us that the Public Relations class needs to be offered on the schedule for Spring 2012. Bill K. is interested in teaching it again.

1.   Program Review Preliminaries

Ken has the old Program Review report on his computer and will email it to us all to review. We each will also go on the Academic Senate website and review the Division Program Review document.

We discussed doing student surveys again, however, they will be shorter and electronically tabulated. Tina will email Ted Younglove to find out about best way to survey students. We all agreed not to do the surveys if we have to tabulate them manually.

Once these steps are taken, we will set up a meeting in summer to start on the document.

2. SLOs for Spring 2011

The SLOs for Spring are as follows:

☐ COMM 101 – SLO # 2 on Delivery again.
Assessment method: Persuasive Speech using the Delivery Rubric as a measure

☐ COMM 103 – SLO #2 on Group Communication
Assessment method: Group project using subjective measure

☐ OTHER CLASSES: each individual instructor may decide for themselves

Discussion:

We are continuing to test SLO #2 on delivery in COMM 101 because we are not satisfied with the results and wish to achieve a higher standard of speech delivery for all speech students in our program. The specifics of a high standard of speech delivery are defined in our Delivery Rubric that is regularly circulated to all faculty.

There has been much discussion and several attempts to have a "norming session" whereby all full and part time faculty meet for 2 hours to watch video tapes of student speeches and norm grades, much as the English department does for achieving a coherent standard for student writing. Because our part time faculty are busy with other campuses and live great distances apart, it has been most difficult to hold this type of meeting.

Two ideas were put forth as an alternative to an in-person meeting.

      i.   Ken Lee can post student speeches he has recorded on You Tube. It would require a passcode to view to protect student privacy. We can all view the speech(es) and engage in online discussion via the Comments area on You Tube.

      ii.   Tina will circulate an email to all full and part time faculty. The email will request a sharing of best practices, teaching ideas, activities, areas of emphasis in lecture, or anything else that instructors have used and seen a marked improvement in speech delivery as a result of those practices.

The goal is to create a community environment to share good teaching practices with each other that focus on this singular goal.

3. Prop 20 funding requests

The only items suggested was one more Visual Aid stand for Tina and other faculty to use in classrooms where there are none already. Any other suggestions must be submitted to Tom by March 26th.

4. Catalogue Language

It was noticed that Comm Studies has no classes represented in the IGETC transfer scheme. Tina will send an email to Lee Grishman to get clarification on why this is. For example, Phil 102 is listed for Critical Thinking, but not Comm 115, which has a comparable COR.

We looked at Child Development's format and language for their catalogue entry as to their A.A. and certificate programs. We will use that as a template to write our own for our new AA-T, which we are waiting on for approval from committees.

END OF MEETING