DEPARTMENT OF COMMUNICATION STUDIES
Department Meeting July 8, 2004

I. Goal: Write Mission Statement for Department
   A. What Should It Say?
      1. Who do we want our students to be, and what do we want them to know?
      2. Habits of heart/thought?
   B. Given Our Mission, What’s Missing?
      1. Argumentation, now that Mike’s gone
      2. Off-campus involvement in local community; application of theoretical principles – leading to maturity
         a. action: Spencer: Incorporate one new assignment by end of year
         b. action: Dunn: Incorporate one new assignment by end of year
      4. Portfolio ideas – perhaps early assessment in public speaking & messages, culminating senior year (possible exit interviews, adding to senior seminar, to practicum)
         a. action: Dunn: ask Jennie for copy of hers
         b. action: Spencer: work on specific assignment for MMC
   C. Plan:
      1. We should write at least a draft version in next few weeks
      2. We may or may not want to view other websites, incl. NCA

II. New Job Positions
   A. Two Positions
      1. Argumentation, Criticism, and Public Discourse / Social Movements
         a. Rhetoric of marginalized groups
         b. Communication and the law
         c. Film studies
      2. Media & Society: Mass Communication and Media Effects
         a. Film studies
         b. Global communication
         c. New Communication technologies
         d. Media representations of marginalized groups
   B. Recruiting Ideas
      1. Paid Advertising in:
         a. Spectra & Spectra on-line
         b. CRTNET
         d. ICA
         e. Chronicle of Higher Ed
         f. Select Mailings (consortium members, ethnic/gender caucuses, personal contacts; Howard U.)
      2. Online/Nearly Free Advertising in:
         a. CIOS
         b. RCA
         c. Minority/Gender Caucuses online
      3. NCA – Interviewing if we’ve done our homework!
C. Action Items / Responsibility
1. Greg will email Deborah last year’s job descriptions
2. Greg will give Deborah last year’s file
3. Deborah will draft two new job descriptions and give copy to Greg for approval/revision; then to Shirley for approval
4. After approval & budget determination, Deborah will post job descriptions

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Most Important For Now: Get Job Descriptions Finalized and Posted

What’s Next?
- Write Mission Statement (2 weeks?)

Coming Soon:
- Greg: Tell me what you want in Homecoming letter about you; give me ideas for what to say about Mike’s departure
- Greg: Give me best dates for 3 hours together as Department (over lunch or dinner w/ Mandy & Rick, before school starts)
- Greg & Deborah: Plan Local Involvement in Course

Don’t Forget:
Not talked about at this meeting, but we have in place a goal to add some more diverse course readings to our classes; let’s plan to report on this during first meeting in September

Long Term:
Portfolio Issues
Comm Dept Meeting 9/27/07

I. How are classes coming along? Issues?
   GS: pray for Emily Minor’s-- migraine problems

II. Brief Info on Mayterm
   DD and OO will be sending out “blitz” on their mayterm to Ireland and S. Africa.
   Pray for OO—Visa issues

III. Numbers – Majors down, advising load still high?
   Advising numbers are high. But major numbers are low. Is this a downward trend with majors? Or a “blip” for the dept. Need to track this.

IV. Let's attempt to operationalize our mission statement
   On hold

V. Let’s talk about our event this evening
   Comm night at LS house. Food is Pack-out. Chairs will be delivered. Start the fun at 6:20-ish to let people leave by 6:50 for urban program talk.

VI. Schedule for Spring, Lesa’s request for time change
   Need input whether dept wants to schedule evening classes. It may be a problem. LS: will send out “survey” to majors as to whether it will be an issue for Spring semester only. (if TUTH schedule cannot be done)

Mission Statement:

*Sapientia et Eloquenta.* In this timeless phrase promoted by Cicero, St. Augustine and others, the Department of Communication Studies finds its mission, to educate students toward the union of wisdom and eloquence, recognizing the limited impact of wisdom without eloquence and the social harm that comes from eloquence without wisdom.

We are committed to helping students become wise analysts regarding the techniques and structures of human influence in a globally-oriented, media-saturated culture. We intend for our students to be informed by Scripture and able to draw upon resources in the historic discipline of Communication Studies.

We are committed to helping students become eloquent in mind and heart and speech, articulate and compassionate implementers of their wisdom. We intend for our students to be able to present ideas well in simple and complex circumstances, and to imitate Christ by practicing reconciliation.
Minutes – 10/11/07
Communication Studies Department Meeting

I. Issues Raised Last Two Meetings – Race & Respect – Gender? Age?
   • Brainstormed other issues that we might want to discuss in depth at a future date:
     o How are we introducing ways of confronting problems in our classes? Outside of our classes?
     o How are we impacting each other (faculty) via how we teach/engage our students?

II. Mission Statement Operationalization (Carry Over From Last Mtg)
   • Reviewed—will spend more time at future meeting

III. Program Review & Assessment Work (Carry Over From Last Year)
   • Decided that it would be good to have Robins and Nelson in to a meeting to discuss assessment and program review. Then we could continue our discussion on Big Picture/Long Range issues
   • Omede is to present a “report” to us regarding the NCA oral assessment info

IV. Schedule Time for Departmental Long Range Planning
   • Decided that a Monday (Thursday night as backup) would work
   • Schedule a 4 hour block of time
Communication Studies
Summer Program Review Meeting
July 31, 2008

I. Devotional / Prayer

II. Summer Review
   (over lunch)

III. Remarks related to Spring Meeting
   A. Issues aired, continued openness
   B. Em’s Report
   C. Monies available
   
IV. Deadlines: Six Year Report due September 2009

V. Program Review
   A. Discuss Mission to Goals to Learning Outcomes to Assessment
   B. Distribute materials
      1. Six year template
      2. Examples: RS, BYU
   C. Settle on Goals
      1. Current goals in previous document
      2. Revisions?
   D. Consider Learning Outcomes and Assessment Tools
   E. Divide Labor, with deadlines
   F. Decide on Cal Lu consultant

VI. Next Meetings
   A. Set date for pre-Fall meeting
   B. Set department meetings for Fall (including research-sharing)
   C. Pre-Fall or Early-Fall Social event for profs and guests

VII. List Future Agenda Items
   A. Curriculum
   B. Fall Social for Majors
   C. Get WEB info.

VIII. Looking Forward to / Concerns for Next Year
Agenda
Communication Studies Program Review Meeting
August 22, 2008

I. Devotional: Colossians 3

II. Looking Forward?

III. Early semester issues / reminders
   A. Next week's advising: Open classes
   B. Cameron Sublett teaching Public Speaking
   C. Department social?

IV. Review accomplishments
   A. Deborah: web (how do we send feedback?)
   B. Greg: categories
   C. Omisi: other departments
   D. Lesa: templates
   E. Gift certificates (extra $50)

V. Questions for future of program review
   A. A consultant to review our plan?
   B. Disbursement of remaining funds?

VI. Work on sub-categories list for each main Learning Outcomes

VII. Suggest ways Learning Outcomes can be met
   A. Something from each class that fits template
   B. Represent areas: Intro, Developed, Mastered categories

VIII. How are these ways to be assessed?
   Just gathering info, isn't it assessment?

IX. What data collection should we engage in?
   A. Department-wide
      1. Writing rubric / samples
      2. Alumni survey
   B. Should we each pick one individual assessment plan?

X. Set goals for Program Review for the year
   A. Where should we be by January? May?
   B. When should we have results we can interpret?

XI. Set dates for next meetings
   A. Sept 9th: Agenda items: Curriculum changes, GE fulfillment, Others?
   B. Present research interests / questions / assertions
      1. Greg: September 16th
      2. Lesa: ??
GOALS for the day:

1. Work through the entire document
   a. Leave with a clear sense of what is required to complete the document
   b. Focus more on completing the document than on departmental change that we could take up later in the term
   c. Strive to maintain a sense of efficiency as best we can

2. Discuss, in each area:
   a. Substantive issues (not editing or style concerns)
   b. Material to add to each summary section

3. Decide on Executive Summary (notable findings)

4. Decide on Six-Year Plan
I. Photo for Citadel
   • Photos taken.

II. Adjust future department meeting dates and times (Greg’s research presentation / Lesa?)
   • Department consensus on meeting on Wednesday

III. Program Review

A. Comments on Learning Objectives changes
   • Deborah: Thanks Greg for his work on Learning Objectives.

B. New Template for Classes
   
   1. one class reviews:
      • Discussion ensues over whether the Learning Objectives are meant to capture an instructor’s intentions or whether they capture actual student learning. Lesa clarifies that they should capture actual student comprehension and learning. Omedi says he will revise his learning objectives in light of that clarification.
      • Deborah and Lesa say they included readings, discussions, and exams as part of their assessment of student learning objectives.

   2. deadline for all classes done?
      • All are to come to the Oct. 1 meeting with Learning Objectives for their classes.

C. Comments about web?
   • Department thanks Deborah for really good work.
   • Deborah asks for biographical/personal blurbs.

D. Decisions about Fall Semester plans toward assessment / data collection
   
   1. Workload
      • Deborah suggests we focus on one thing for each class: thus, papers for some classes; speeches for Public Speaking, etc
      • Discussion is inconclusive on financial compensation or Cal Lu consultant.

IV. Department Social

A. Assignments
   • Deborah and Greg: set-up
   • Deborah: food (lasagna)
   • Lesa: contact dining services for drinks
- Omedi: clean up

B. Skit
- Students will perform skits

V. Items for future meetings
- Curriculum changes