

Dec. 7 Faculty Meeting Minutes

In attendance: Deni Elliot, Monica Ancu, Casey Peterson, Loretha Cleveland, Bob Dardenne, Casey Frechette.

Absent: Tony Silvia (Sabbatical), Mark Walters (Doctor's Appointment), Paul Wang (Remote)

DE: Let's confirm the schedule for the event today. I'm assuming November minutes look okay.

...

DE: Do we have a syllabus template?

BD: There are a few out there.

LC: Susan Toler sent one, possibly.

DE: Let's work on one from CAS website. We need to include departmental cell phone and computer policy – we don't allow cell, computer use in class unless it's specific to an assignment.

LC: It's hard in skill classes, and they're all working at a different pace. Some finish before others, and then they're on cell phones.

MA: I started at the beginning reminding about the use of electronic devices, which seemed to help.

DE: I'll also talk with students one-on-one.

Event details...Kappa Tau Alpha?

BD: You get a cord, medal and certificate. Framed certificate for top scholars.

DE: Who nominated? Diane Moore was nominated for the department. Whoever nominated her needs to say a few words. (MA).

BD: We can say she was nominated for the university outstanding graduate and although didn't get that is the department's winning nomination, etc.

LC: We could check with Jennifer in Arts and Sciences about a certificate we could print out (or certificate template).

DE: Visual and verbal arts has a graphic design program 20 or 40 people can get into. A lot of people do pre-major work and then get stuck because they can't get

into the program. Beginning in the spring, these students will be told they need to do journalism pre qualifications as well so they can pursue visual journalism studies. Morgan Greshan.

DE: Food writing certificate ... we need clarification on procedure./process for getting new curricula approved.

MA: Graduate courses go to the graduate committee ... Donna Knudson is on that committee...

BD: Susan Allen will know.

DE: Shouldn't we call them student learning outcomes?

MA: Yes...though we may have slightly different terms.

BD: They're there – everyone has goals, and the goals correspond to ALCs.

MA: I'll send an email with the information we already have and make sure they know it's there.

DE: We have a formal proposal about WUSF having a campus office here. Frank decided he, Norinne, Mark and I and the WUSF people need to sit down to make sure all expectations are clear. We'll do this early next year.

DE: We're getting a new copier as a holiday present from the Dean.

CP: We'll set up user accounts. We can create accounts for GAs, faculty, etc.

DE: I'm hoping it will come between the end of next week and the beginning of the spring semester.

DE: Summer 2013 – Tony has decided he doesn't want to teach ... which is fine, it's an opportunity but not requirement. Bob is coming up with an undergrad/grad course. Could be film-based, but needs writing component, too.

DE: Loretha?

LC: Thanks to everyone who dedicated clothes. It was a great successful to give the clothes away. The students reported really good experiences.

LC: I have something, but I think we should table it since Mark isn't here. We have a board now, with Casey and Paul. 15 minutes in January.

DE: Undergrad program ... we talked about going over the meeting schedule. We only have one upper-level writing class in the spring, and it's already full (feature writing) (along with most of our classes).

BD: We may need to open a second JOU2100.

LC: Not all my MMC2100 students have signed up?

BD: We can tell them summer JOU2100 will be available.

CP: MMC2100 is full, and it runs in the summer, but I'm also running a waiting list, so we may open a second session.

BD: We can probably get by with 10 as a minimum to open a second session.

DE: I'll look at starting to line up an adjunct.

BD: Might not be bad to post something about getting on the wait list.

MA: In the classes I went to, I told them, and I sent them a listing of all the sites. I tell them about the

BD: Let's put it on every syllabus.

CF: We could create a wallpaper in the lab with the MyJMS web address on it.

MA: Students don't know what's on our site.

DE: Maybe there should be a standard assignment in MMC2100 to access our pages.

LC: Do we have undergrad orientation? Is it too much to do?

BD: A lot of students end up one hour shy – if there's a way to make it into an orientation course worth 1 credit...

DE: We could build some course modules that require them to get acclimated with all the resources we have available.

CF: A 1 credit course would also be a chance to offer some of the pre tests when they get into the program.

BD: We may be at the limit already in terms of what we can offer in journalism major (need to check accreditation rules on this)

DE: I think a 1 credit asynchronous course that builds in pre-assessment could work quite well.

DE: Semester meeting patterns...

MA: The advising form shows the sequence of classes. Writing classes are in the row at the top. NNB and senior seminar in the last semester. What are the problems we're having for spring? MMC and JOU 2100? They're already full...

DE: We're going to watch the enrollment on that. It looks like we only have one elective writing class per semester?

MA: The plan was to have 1 writing class and 3 skills classes ... or a writing class and a theory class. This spring is a little weird though, since some of us are off site. This coming semester isn't necessarily typical.

DE: Feature writing is full. NNB still has some space. Non-writing, non-skill elective classes still have some space.

MA: In the fall, we can revisit the electives and make sure we have 2 writing, 1 theory, 2 skills, or something similar.

DE: We are offering Janet's food writing class in the fall.

LC: Is entrepreneurial being offered in fall?

MA: As a special topics course. Feature writing has always had high enrollment. Are five electives enough?

DE: I want to make sure all the courses fill up rather than adding another writing class.

MA: Two other updates – I asked about the campus question last time. I talked to Joan, and students can take classes on other campuses, without any credit limit. As long as they take the same classes at any USF campus. The system doesn't differentiate between campuses.

BD: So there's no residency requirement?

MA: That's what I asked, and from the system's point of view, there's no way to check or enforce.

LC: Our catalog does mention some credit requirement to get a degree from our campus. Core classes are supposed to be here.

MA: Designing recruiting materials for the undergraduate program. I'm waiting to see if Holly can work with this on it.

CP: Printing won't be a problem. Sir Speedy is speedy.

MA: But do we have the budget?

DE: We do ... no thousands of dollars, but yet.

LC: A Student signed up for the graduate section in NNB. It turns out she's a Tampa student, although she's taken a lot of our classes. This is a problem because she's in my graduate section, but she's an undergrad.

CP: We gave her the paperwork for late drop/add.

DE: She has to get the graduate assignments if she's graded at that level.

BD: She needs to do the petition for the late combo drop/add.

DE: You could only give an incomplete in the grad section, based on work performed at the grad level.

BD: A few questions about the EDT. I don't know how extensive to make it. Dr. Silvia and I had talked about making it a writing thing. It takes about a minute to grade as is.

We could make it a test where there's one mark (give examples), short fill-ins.

60% or more to take it ...

70% for transfer students ...

DE: If we want to find out they have basic knowledge of basic grammar, we might look at the Poynter grammar course model.

DE: Two things ... if we come up with a rubric for scoring these things, we can have grad students and CP to make a rubric.

LC: I don't think we should charge for it, if they can get into other programs without establishing a fee. I think having the test is enough, without charging them.

DE: If we can handle it without additional costs, we might not need to charge.

BD: I think the issue is making our program more exclusive, not inclusive.

MA: How is enrollment now?

BD: We had a massive jump, from 75 undergrads to about 200. We had 186 at last count. Down slightly from the previous year, though we might be up again.

DE: The best numbers we've gotten is 145.

DE: Do minors need to take EDT?

ALL: Yes.

CF: *Conversation about collections assessment information...*

DE: I've told grad assistants they're expected to be at the desk next week. Next week might be good to get them started on some of this detective work.