

Deans and Chairs, Minutes, September 19, 2011—Dean Wright called the meeting to order at 2:00 p.m.

Open Discussion

Dean Wright opened the meeting by reporting what a success the Graduate Student Picnic at Lake Wauburg was. **Treise** added that everyone had a great time and that she was very happy with the turnout. **Wright** also commented on the major success of the Alumni Reunion Weekend. **Vettel** updated everyone about the department brochures saying that they should be arriving within the next couple of weeks. **Weigold** reported that the College would now need to do learning assessment reports at a new committee level under the supervision of **Tim Murphy**, the University's newly appointed SACS representative.

Meeting with Departments about ACEJMC Self-Study Report and site visit

Dean Wright discussed the importance of getting as many faculty and as much feedback as possible to contribute, especially on a departmental level. **Hon** offered a proposal on how to most effectively execute the process of getting the information out for the first meeting. She explained that this would include providing a packet for faculty members with site team member bios as well as a visit schedule. She added that she would be providing an electronic template as well, that would list all of the questions that were answered. She then explained that she had gone back through the assessment information and discovered that there was a lot of information on indirect measures. **Weigold** explained that SACS and UF requirements are essentially the same, but ACEJMC's are different. He also said that there is a large stack of assessments to go over and said that the next step would be to have a departmental committee to analyze them. **Hon** stated that she saw a need for a more holistic and synergistic approach in regards to fulfilling state requirements. **Weigold** felt that the student surveys on this were of great value. **Hon** agreed but explained that these were still considered "indirect." **Carlson** suggested sending an email coming from **Hon** or **Wright** and **Hon** agreed that there should be an electronic packet as a reminder that would include the agenda, template, and site team members' bios. **Vettel** added that she would post this information on MyCJC. **Wright** concluded by saying that a message to check MyCJC would be added to the email, which also would serve as a reminder for everyone to check it regularly.

Distance Education Report

Kiousis announced that the College had officially partnered with Embanet-Compass Knowledge Group which will assist with recruitment, retention, coordination and logistics for the Global Strategic Communication program. He went on to say that they would begin marketing and recruitment in November for courses to begin as soon as summer of 2012. He noted that there had been a successful fall online turnout and that there would be a few new course offerings as well. **Vettel** talked about using the sandwich boards and marketing tools for the larger courses such as Mass Media and You and Rock & Roll and Society. **Kiousis** discussed the importance of getting the materials out just before course registration begins for spring. **Wright** talked about getting instructor **Jay Lee** to teach at least three of these courses (including online) to try to help with SCH.

Distance Communications Research Consortium

Wright announced that he would be calling a meeting soon for anyone who is interested in teaching and research related to digital communications. He also mentioned coordinating with Digital Worlds in order to get the feelers out to other Colleges such as Engineering. He explained that he felt this could be an area for the College to claim as its expertise and potentially sponsor an annual award. **Hon** suggested naming faculty members as Fellows as well as giving out seed money grants as a

means of institutionalizing and owning this particular research area. **Wright** agreed and felt that this was a very good idea in regards to collaboration and research around campus as well. **Chan-Olmsted** volunteered to send the deans and chairs the proposal she had written which included these and other ideas.

Retention of Course Materials from Teaching Assistants

Treise expressed concern about having old exams around and how hard they worked last year to dispose of them. She inquired about what to do with them once they've expired (after 3-5 years). **Wright** asked if the College was required to keep a hard copy to which **Treise** replied yes. **Weigold** pointed out that there would be a need for a way to keep the exam and answer sheet, as well as a key. **Treise** asked who should monitor this and who was responsible for making sure the TAs are doing it. **Ostroff** suggested that it makes sense to have each department be responsible for making sure that their TAs are aware that they need to keep the information. **Wright** mentioned using the room behind Gannett as storage for these materials provided it gets cleaned out. He also noted the importance of keeping track of most of the information electronically. **Wright** decided that they would work on getting an off-site, air-conditioned storage unit as well.

UF International Educator of the Year Award

Hon reminded everyone that it was due mid-October and encouraged everyone to nominate. She noted that for future years, this would most likely involve the International Committee, but for now the College was relying on self-nominations and chair nominations because of the early fall deadline. She went on to explain that there would need to be nominations in both the junior and senior categories.

Strategic Plan Next Steps

Wright announced that he and **Vettel** spent time updating the plan from the summer and fall kick-off meetings, and that there would be a revised document for the next faculty meeting. **Hon** suggested working on approving at least part of the plan and doing the rest in sections. She emphasized the need for measurable objectives and time lines. She concluded that it would be beneficial to post what was already done on MyCJC, in order to give people a chance to react and give feedback so that they can vote on it at the next meeting. **Wright** agreed and stated that he would write up an explanation to go along with it.

Respectfully submitted,
Amy Belanger