

MINUTES – COMMUNICATION STUDIES

Meeting Date: Feb. 3, 2012

9:30 a.m. – 12:30 p.m.

Attendees: Harish Rao, Tom Graves, Tina McDermott, Ken Lee, Bill Konovalov, Merri Nelson, Pat Reed, _____

1. Group Index for Communication Studies

Tom showed everyone the new index on MyAVC for all the documents we use as a department. We will upload SLO's, COR's, Excel data sheets, Program Reviews, etc., so that all departmental documents are accessible to all faculty.

2. AA-T Degree

Discussed promotion of the AA-T and ways to track students in the program. Tom will be meeting with Counseling to discuss this. Also we need to tell students to contact Tom so he can track them (for now). Important for our PLO's.

3. Palmdale campus

Two visual aid stands will be available for check out from Betty in the office.

4. Speech Contest

May 19th.

5. Fall Schedule

Everything is tentative due to pending cuts.

6. Equipment in APL 109

New mounted speakers in APL 109 and equipment in Workstation has been maintained and updated.

7. SLO's Norming Session

For the remainder of the meeting, we conducted a NORMING SESSION. We watched two student speeches and discussed our standards and grading systems on various aspects of speech, including non-verbal delivery, verbal delivery, organization and sign posting, content, citation of sources, and ethics. While we all had differing opinions to some extent, in the end, we were all very consistent in our grading of the students we watched.

7. Grant money

\$700 was received from the AVC Foundation for the intramural speech contest. Tom will coordinate the money for food, trophies, etc. We would also like to use some of it to have plaques made for the winners to hang in the hallway of LS1 to perpetually commemorate contest winners and bring attention to the contest and Comm Studies program.

These items will on the agenda next month:

8. Journalism

9. Promotion of the AA-T and student recruitment

10. Double 8