

PALM BEACH STATE COLLEGE

SPEECH CLUSTER MEETING MINUTES

March 25, 2014

1:00-4:00 p.m.

BA 210

ITEM 1. Welcome and Introductions

Discussion:

Data/data source: (where appropriate)

Action: Everyone present introduced themselves and indicated which campus they represented.

ITEM 2. Approval of the Agenda

Discussion:

Data/data source: (Agenda Presented by the Chair.)

Action: Lori Crane moved that the agenda be accepted as presented. Marcie Pachter seconded the motion. The motion passed by acclamation.

ITEM 3. Approval of the minutes from the October 29, 2013 meeting.

Discussion:

Data/data source: (Minutes presented online by the 2013-14 scribe Joe Millas)

Action: The cluster approved the minutes by online acclamation.

ITEM 4. Discuss Textbook selection for adjuncts for SPC 1017.

Discussion: Lori began the discussion by stating her feeling that the opinion of the adjuncts was the key factor in this text selection. Victor supported Lori's position. Leonie reviewed Dr. Mark Kattura's letter to the cluster regarding his concerns about COMM3 and the fact that the concerns had been addressed to his satisfaction by the publisher rep during presentations a few weeks earlier. Leonie added that Diana Seluwski indicated the cluster could choose a chapter on media and communication and Cengage would make it available online or in hard copy for the instructors/students. Victor suggested that the cluster should formally survey the adjuncts to get their final input on which text they would prefer to use. Steve indicated that the prices on all three texts under consideration were comparable. Marcie indicated that, aside from the presentations by the publisher reps, the cluster had not done a formal review of possible texts for this selection. There seemed to be some confusion about what process the cluster had followed to reach this point.

Data/data source: Information brought by several cluster members about the three texts that were the focus of the publisher presentations.

Action: It was decided to survey the adjuncts and have them respond to their Department Chairs regarding their preference of the texts under consideration. Lori suggested that each adjunct should be allowed one vote so adjuncts who teach on more than one campus would not be voting more than once. Steve suggested that the voting be limited to one book per publisher. Victor moved that the vote be taken with no advisory opinion from the cluster. The cluster approved the motion by a 9-1 margin.

ITEM 5. Report on the review of the process for accessing and using cluster funds – Victor Gent.

Discussion: Victor indicated that he had not been able to put together a report on the subject in time for the meeting.

Data/data source: None.

Action: It was agreed that the matter would be tabled and revisited at the fall cluster meeting.

ITEM 6. Review/revise Gen Ed. Assessment instrument.

Discussion: The cluster instructed the Scribe to amend the minutes from the previous meeting to reflect that communication has taken place regarding assessment and rubrics to be used for that purpose with regard to Learning Outcomes. The discussion regarding assessment began with Victor summarizing why the PRCA-24 instrument is not appropriate for assessing Communication Apprehension in SPC 1017 classes and the cluster agreed that it should be discarded and replaced with another instrument. The question was raised regarding the cluster agreeing to follow whatever instrument(s) it agreed upon to assess learning outcomes and the members agreed that all instructors should follow the decisions of the cluster. Leonie asked the cluster for suggestions regarding revisions to any rubric used to assess learning outcomes. Consideration was given to using a 50-90-point scale, a 60-100-point scale and a 1-5-point scale. Leonie pointed out that the cluster will have to assess all its learning outcomes, so deciding on a rubric is vital as well as deciding on which learning outcomes to keep and which to eliminate. A motion was made to use either the 1-5 system or the 50-90 system. The cluster decided to adopt the 1-5 system. Since the time was getting late, it was decided to continue this discussion via email. Leonie said she would send a packet regarding assessment of learning outcomes and the members could respond to her via email. The cluster sub-committee, which has been working on the issue of assessment will meet to work on finalizing a rubric for use in the fall term.

Data/data source: Packet to be sent to cluster members regarding assessment and rubrics.

Action: The cluster voted to adopt the 1-5 evaluation system and will advance further decisions via email.

ITEM 7. Recognition of Chair and Scribe for 2014-2015.

Discussion: Leonie asked the cluster to recognize Victor Gent as the 2014-2015 Cluster Chair and Marcie Pachter as the 2014-2015 Cluster Scribe.

Data/data source: None

Action: The cluster recognized the two new officers by acclamation.

ITEM 8. Adjournment.

Steve Frischman moved that the meeting be adjourned. David Rossman seconded the motion. The meeting was adjourned.

ATTENDANCE:

**Leonie Escoffery,
Chair; Lori Crane,
Victor Gent, Marcie
Pachter. Sharon
Martin, Steve
Frischman, Michelle
Biferie, David
Rossman, Megan
Tomei, Joe Millas,
Scribe. Guests: Sheila
Scott-Lubin. Absent:
David Childers.**

Submitted by:

Joe Millas, Scribe

c. Minutes Distribution List