Attendance:
Dr. Roland Chambers (Cluster Chair), Aaron Houts, Susan Houts, Pilar Florenz, Dr. Nichole Gomez, Dr. Ervin Jackson, Dr. Janet Rubin, Maria Parnell, Monica Hixson, Anthony Spero, Belynda Cain, Rhonda Rye, Holly Erler, Stephanie Jarvis

I. Welcome to new faculty
Stephanie Jarvis (Melbourne) and Anthony Spero (Titusville)

II. College Announcements
JA in a Day in October and Call for CTE Newsletter Item. Send professional and personal news to Janet.

III. UDOIT
Continue to check your courses. Roland is willing to help. If you have something important and have attempted – and documented the attempt – to make it compliant, leave it in your shell. Show evidence that you are trying to correct it. Save the scans of UDOIT under “Files” in each section. The college will, in the future, create a repository to show evidence. Also note that PDF files can be checked with a program from IT. Ervin mentioned that Online Courses should be completed at this point. Susan mentioned that the accessibility relates to section 508 per Jessica Dillow and the SAIL Office.

ACTION ITEMS:
__ Try to find time in your schedule to take a workshop and call or work with Roland for help. (Again, show you are working on your courses and issues rather than ignoring them).
__ Also be sure to check PDF files. Contact IT to download program that will help make PDF accessible.
__ Susan will send section 508 power point and link to Accessibility video to Roland to send out to the Cluster. (Addendum at the end of the document)

IV. Proctored Exams
Proctored exams for face to face and hybrid course are now optional.

V. Intercultural Communication
Ervin and Susan developed a new Intercultural Course for Cluster Sub-Committee Review and Approval.

VI. Textbooks
Roland mentioned that he is reviewing the consistency of the textbooks with Languages and Speech between campuses as well as adjuncts. Although courses are not required to have sequential textbooks, he is hoping for better coordination of textbooks.

Cluster Approval: Some textbooks have not been approved from the Cluster; the new CBA Agreement Language states that all textbooks used must be approved by the Cluster. The textbooks must be centralized through the Cluster because of the textbook affordability act as the Chair must be able to explain the variance.

Aaron discussed that all of Spanish I courses are using the new textbook, and Spanish II-IV are on the old. The will begin to align as the semesters roll on. It was also mentioned that the French book is currently very expensive and that book must be revised to make it more affordable.
Speech texts are either Lucas or O'Hair. Rhonda asked if we could compile a list of a few textbook choices to the Cluster for approval, giving faculty viable options. Chair said yes. Holly mentioned that, according to the affordability act, we must also try to consider (and approve?) an OER for the course (Open Educational Resource). It was mentioned that Jill Simser is having a OER Workshop on Friday, August 24 from 9-12 pm here on the Melbourne Campus.

Roland called for a Cluster OER Subcommittee to learn more about the process and requirements. Roland, Holly and Monica volunteered. Further OER discussions were asked: if using OERs can we still select a required text? Can OERs be assigned to replace a textbook? Can they be assigned as supplemental resources? All of this is up to the faculty discretion.

Other issues of Online LMS and Accessibility issues were discussed as the OER must also be compliant. The Florida Orange ________ Consortium offers compliant and core competency OER Resources. The idea was floated of creating an EFSC OER?

**ACTION ITEMS:**
___ Cluster OER Sub Committee will attend OER Meeting and will send a summary of what they learned.
___ Sub Committee could examine the viability of creating an EFSC OER.

**VII. Course Revisions**
Japanese 3 and ASL 4 are the only remaining courses that must be revised. The adjunct contacts for these are not responding. Roland will move forward. Still looking for someone to write Latin I. Spanish must be redone because of the layout of the new textbook. The CATS System is changing next semester.

**ACTION ITEM:**
___ Roland will resubmit any other courses that are up for the 5 year revision.

**VIII: Cancellation of Major Area of Interest – Career Exploration in Communication Course**
Four students were registered. Two were nursing students, and one planned to go into HR. The class was cancelled. Since the course is listed at COM 2071, there seemed to be some confusion with the COM designation as some of the students thought it was a writing class. A discussion ensued as to how to ensure help support this class. The plan is to make it a 12 week class this semester in order to try and capture additional students from the current SPC students.

**ACTION ITEM:**
___ Susan will send out the MAI Career Exploration in Comm campus-wide flyer. Roland can order flyers and posters and distribute around the Melbourne Campus. Susan also suggested taking the digital copy and putting as the desktop background on the classroom computers as well as posting in Canvas shells.

**IX: 2018 ADPA**
Rhonda was selected as Chair of the ADPA Committee. Holly, Monica, Maria and Nikki will serve on the committee. Aaron and Belynda will be applying for the 2018 ADPA Award. Per the new CBA Language, the ADPA Criteria will stay the same for 3 years.

**X: O'Hair Textbook Customization**
Susan mentioned that the publishers will allow us to customize the textbook. Palm Bay has some suggested changes and would like to collaborate with Melbourne before submitting to the publisher. A textbook review sub-committee was created to compile changes: Maria, Roland, and Susan
**ACTION ITEM:**
__The sub committee will meet mid-semester to discuss changes and then will coordinate a meeting with the Publisher with the committee to present changes.__

**XI: Argumentation and Debate New Class Proposal**
Susan proposed the creation of an Argumentation and Debate course which could help support the college-wide Debate Team. Aaron mentioned the course could be constructed as a 3 hour course with a 1 hour add on for a Debate Team program. Rhonda mentioned that a Debate Research project could work well as an OUR project.

**ACTION ITEM:**
__Roland will send the state Argumentation and Debate course plans to Susan for review. Target creation date: Fall 2019__

**XII: Other Items**
Roland mentioned possibly developing an Intro to Mass Comm Research Methods Class. He also mentioned the possibility of developing a 8 class Communication Certificate. myCTE Canvas Shell: all faculty are enrolled in myCTE which is a repository of resources and links for all Faculty.

*Meeting Adjourned. Curriculum Review Sub-Committee met to review Intercultural Comm SPC2700.*

**Accessibility Video**
[https://vimeo.com/user6206946/review/253823646/db2cb7d3a4](https://vimeo.com/user6206946/review/253823646/db2cb7d3a4)

**Accessibility of Course Content**
- Section 508 of the Rehabilitation Act of 1973 was “refreshed” in 2017
- All information and communication technology that is developed, procured, maintained, or used by a federal agency must be accessible to individuals with disabilities at a level that is comparable and equivalent to individuals without disabilities.
- Web Content Accessibility Guidelines (WCAG) 2.0
  - Internationally accepted standards for digital accessibility
- Materials that must be accessible:
  - Canvas course content
  - Documents, presentations, files, videos, audio
  - External links to materials and software

*We’re all in this together!*
Check out the online Training Calendar for upcoming workshops and open labs!
Do not hesitate to reach out for support and guidance:
- Jessica Dillow  dillowj@easternflorida.edu  ext 5939
- Marilyn Cook  cookm@easternflorida.edu  ext 7155
- Liz Craft  craftl@easternflorida.edu  ext 5070
Communications/Foreign Languages Curriculum Committee

MINUTES
AUGUST 17, 2018
Melbourne 7/222

MEETING CALLED BY Roland Chambers
FACILITATOR Roland Chambers
NOTE TAKER Holly Erler
ATTENDEES Roland Chambers, Holly Erler, Aaron Houts, Susan Houts, Ervin Jackson

Agenda topics SPC 2700; future meetings

<table>
<thead>
<tr>
<th>COMMITTEE PROGRESS</th>
<th>EVERYONE</th>
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<tbody>
<tr>
<td>DISCUSSION</td>
<td></td>
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<tr>
<td>The committee reviewed and edited: SPC 2700. Susan Houts and Ervin Jackson, the originators of the course, assisted the committee with the revisions and edits.</td>
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<tr>
<td>The committee discussed meeting at least 3 times a year. Two of those meetings could be during faculty workdays at the beginning of the semester. Another meeting may be held via email or in person.</td>
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<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>1. The subcommittee reviewed and edited SPC 2700 Intercultural Communications. The course will be sent to the cluster by email for a majority vote.</td>
<td>Roland Chambers</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>2. Once approved by the cluster, the course will be sent to the CDC for the next step in the approval process.</td>
<td>Roland Chambers</td>
<td>Dec. 2017</td>
</tr>
<tr>
<td>3. The committee needs to select courses due for a 5-year update. Another meeting should be scheduled.</td>
<td>Roland Chambers, Holly Erler, Aaron Houts</td>
<td>Dec. 2017</td>
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NEXT MEETING

CONCLUSIONS No new meetings scheduled at this time. The committee will convene to identify new courses for review.