In attendance: JC Barone, Jay Brower (Chair.), Paul Echeverria, Jessi Eckstein, Jackie Guzda, Truman Keys, Bill Petkanas, Katy Wiss

1. The meeting was called to order at 12:19 PM. The minutes of the meeting of November 1st, 2017 were approved by acclamation (Katy/Bill).

2. Announcements from the Chair:
   a) The Provost has announced through school deans that a change in course scheduling will be implemented in Fall 2018. Two-day-a-week classes have customarily been scheduled MW/TH. Interim Dean Hamer has notified A&S Chairs that a MH/TF schedule will be adopted.
      • **ACTION ITEM:** As per Jay’s email, faculty are to review this proposed Fall 2018 teaching schedule and send “any and all adjustments by time, location, etc.” to him by Sunday, December 10th.
   b) The Student Affairs Office of Intercultural Affairs has invited notification about any courses, events, or other university activities that implicate culture and/or celebrations of difference so that they might highlight/promote/support such endeavors.
      • **ACTION ITEM:** Forward to Daryl Dennis any syllabi, courses, programs, events, etc. that intersect with his office that deal with celebrating difference on campus.
   c) Any spring class with fewer than 10 students on or about Jan. 4th will be in jeopardy of cancellation.
      • **ACTION ITEM:** Notify Jay if one of your classes is effected by this.
   d) Upcoming Gen Ed special open meeting is being held on Friday, December 8th, 1:30-3:00 pm in SC202 concerning how to improve the competency-based Gen Ed system.

3. Old Business
   a) Contract major in Photojournalism for Rachel Peet: (JC/Bill). Motion carries (unanimous).
      • Approval of 10-17-3: Cross-listing of DIMA/COM Capstone course. (Katy/Jessi). JC gave overview. Faculty discussed structural questions. Motion carries, pending revisions which are due within two weeks to the department (unanimous).
      • **ACTION ITEM-** Revisions are as follows:
        o Make sure PRC format is used (it was)
        o Course description needs to be consistent
        o Use a consistent course outline; the proposed course outline is different from the existing outline.
        o Show consistency for cross-listed courses.
        o Wording of Student Learning Outcomes needs to reflect our Com/Media Arts outcomes; this impacts assessment.
        o Create a new assessment plan. MP degree is separate so new assessment is needed.
        o Revise wording on “Staffing” (no new staffing is needed, no mention of hiring is necessary).
        o Change Pre-req. to “Seniors in good standing in the major”
        o New equipment/facilities: Re-word to clarify that the usual equipment & software updates are to be expected.
        o Attach the course outline, course rotation, and program sheets to the minutes of this meeting; they should have been attached to the agenda (currently on K-drive from 9-6-17 meeting),
        o **Revise as requested, resubmit informally for feedback from the dept. within two weeks (by December 20th).**
Resolved that the Department of Communication and Media Arts approves revisions to prerequisites for COM 246: (Katy/Jessi). Amend resolution to simply remove B- grade prereq.; should be consistent with current University grading/prereq standard (see Open/Close). Motion was approved.

Resolved that the Department of Communication and Media Arts approves revisions to prerequisites for COM 340: (Katy/Jessi). Same as before: Prereq: COM 146. Motion was approved.

b) Resolved that the Department of Communication and Media Arts approves revisions to prerequisites for COM 336 Post: (Katy/Jackie). Same as before COM 146. Make sure proposals are proofread for any typographical errors. Motion carries unanimously.

There being no other business, the meeting was adjourned at 1:27 pm.

Respectfully submitted,

JC Barone