



Greenlee School of Journalism and Communication

Hamilton Hall, Iowa State University, Ames, IA 50011-0001 515-294-4342 FAX: 515-294-5108 greenlee@iastate.edu

Monthly Memo

August 2003

They're called 'faculty' meetings for a reason

An amendment to the governance document and procedures to fill several positions will be on the agenda of the first faculty meeting, scheduled 11 a.m.-noon Friday, Sept. 5, in the interactive room of Hamilton Hall. (See related items on page 2.)

Two faculty meetings have been scheduled in September. Otherwise meetings will be monthly.

Faculty are invited to introduce measures through committees or in consultation with the director. Please review section six, "Faculty Meetings," in the governance document. Faculty meetings ensure shared governance; otherwise, they would be called "director" meetings.

We will follow *Robert's Rules of Order* so that meetings conclude in one hour. Copies of *Robert's Rules* will be available in the Reading Room and handouts on common motions will be distributed with this newsletter in your mailboxes.

Agendas will be published on the back page of the Monthly Memo and put in mailboxes and online (Greenlee Web site) several days before the meeting so that everyone has a chance to contemplate proposals.

Agendas include announcements, committee reports, main motions, new business and other business. Below is a brief description of each:

- *Announcements.* Faculty will be asked to e-mail details about accomplishments or announcements to the director for compilation as handouts at the start of the meeting. Monthly compilations will be collected for annual reports and used to leverage budget allocations and more. Also, distribution of handouts saves time during meetings for official business.
- *Committee reports.* Because committees are identified in the governance document, they are "standing." In other words, they stand to serve faculty and students—facilitating such initiatives as course adoption or technology proposals. If you are contemplating legislation, please visit with committee chairs. Again, working through committees is a key feature of shared governance. Please use it.
- *Main motions.* Pursuant to rules, all motions must be written. This facilitates a "reading" of a proposal, and it should be provided to faculty in advance of a meeting. If you need help writing a motion or resolution, please visit with the director. (Note: *Motions are introduced this way because ones made on the spot during meetings can trigger unanticipated consequences, due to lack of time to foresee them. In rare instances, however, motions may be made during meetings if two-thirds of the body agree to suspend the rules.*)
- *New business.* Members preparing legislation for a future meeting may make brief comments. Typically, no discussion ensues.
- *Other business.* Members make brief comments informing others of issues that do not require voting.

According to rules, during discussion of main motions, individual members get to speak twice on each issue before the body. After each member gets a turn, a second round of comments ensues. This assures that all voices are heard and that no one member dominates discussion. Minutes will be summary.

The director's role is to run the meeting, ensuring majority rule, protecting rights of the minority, defending rights of individual members and safeguarding rights of those absent from the meeting.

The goals of parliamentary governance, established by Thomas Jefferson, are in place to treat one item at a time and to extend courtesy and fairness to all.

Proposed new mission statement on Sept. 5 agenda

Faculty will hear the first reading of a resolution adding a mission statement about the importance of communication in an increasingly diverse and multicultural world.

The statement, sponsored by Professors Eric Abbott and Steve Coon, also addresses accountability and ethical performance in a fast-changing technological society.

Copies of the resolution will be distributed with this newsletter prior to the Sept. 5 faculty meeting.

In accordance with the Greenlee School governance document on amending and interpreting policies and procedures (XI. A. Amending), the resolution will have a first reading and discussion on Sept. 5, with a vote on Sept. 26 at the second faculty meeting of the Fall semester.

The amendment also helps prepare for accreditation by addressing several core competencies in policies and procedures. Tenets of ethics, multicultural awareness and social responsibility are mentioned directly or implied in the Greenlee School's governance document, but not in the mission statements.

The new statement also is in keeping with Iowa State University's mission objectives, specifically "to prepare students and faculty to be productive and responsible citizens of the world, and to contribute to increased cultural, educational, economic, scientific, and socio-political interchange and understanding between and among Iowans and other members of the world community."

School gets go-ahead for several new faculty hires

In addition to a new mission statement, faculty at the Sept. 5 meeting will determine how to proceed filling as many as eight or nine positions for the 04-05 academic year. Eight slots are confirmed; one is still pending.

The School was given permission to recruit for positions across emphases at the recent AEJMC convention in Kansas City and at the upcoming NCA convention in Miami. Nearly half of job applicants in Kansas City interviewed with Greenlee representatives, eager to participate in an extraordinary opportunity to work and collaborate with so many new professors.

In many respects, the School will bring in a veritable cohort of colleagues. This is a rare chance to build a team out of which will emerge leaders content to remain here—as many senior faculty decided years ago—because of the supportive environment. Next year fully half of the faculty will be new, counting current incoming assistant professors. As such, it will be important to proceed carefully during the application process, looking for candidates who not only are outstanding in their respective disciplines but who also will:

- Respect the legacy of those who built the School.
- Complement talents of current new hires, all of whom will safeguard and elevate that legacy.
- Be able to teach across emphases in collaborative spirit.

Certainly faculty should be mindful of specific needs, especially in organizational communication and public relations. Additionally, because of tenure and promotion requirements within the College of Liberal Arts and Sciences, tenure-eligible candidates must have earned a terminal degree from a peer institution and should have teaching experience and research acumen.

The School must also safeguard its commitment to the professions. (See V. Faculty Responsibilities, governance document.) As such, the faculty may decide to turn one position into a visiting professional slot, bringing in seasoned practitioners to teach full time without research obligations. Such a position eventually can be named and funded externally—such as the Scripps Howard Visiting Professional at Ohio University—effectively turning one position into two.

A word about the budget

Because former Dean Peter Rabideau has left ISU, final budget decisions have been delayed until an interim is officially named (anticipated soon). This situation has combined with a poor state budgetary one.

We will meet with LAS officials in late August to consult on several funding issues. However, Acting Dean Mike Whiteford has assured us that adequate supplementary funding will be forthcoming to handle enrollment, expected to continue rising at the Greenlee School.

'State of the School' to be delivered in late September

The Greenlee School has experienced tremendous growth in a short time with higher enrollment projections in spite of tuition increases and decreased state support.

Enrollment across emphases should rise again sharply when students see our remodeled facilities, meet our new hires and witness our collaboration and renewed spirit.

The challenges are great, but so are the opportunities. The faculty and leadership must determine the appropriate infrastructure for a School housing four social science degree programs in three divisions reporting as one of two dozen departments in a College of Liberal Arts and Sciences.

How can we thrive within Hamilton Hall, fulfill the hopes of our several constituents—from alumni to prospective student—and still be a good institutional citizen within LAS and ISU?

That will be the topic of the "State of the School" address, to be the focus of the next Monthly Memo. The faculty will be able to discuss the report at the Sept. 26 meeting. Each fall the director addresses the faculty, outlining the condition and direction of the unit, in accordance with School policies and procedures (III. Administration/ A. Chairperson).

Director correspondence on reserve in Reading Room

Letters, memos and faxes by the director will be placed in a monthly file for public viewing in the Hamilton Hall library.

Documents concerning personnel issues will not be included. Because of the risk of digital manipulation correspondence cannot be placed in a public file on the server.

Faculty and the public may check out the documents in a Reading Room carrel by requesting the file from Dru Frykberg, librarian.

In addition to the correspondence file, the director also is placing a "faculty consultation" file on reserve. Documents here include proposals, grants, invitations to trade shows and other solicitations.

In the August file are proposals by the American Society of Newspaper Editors for a summer training program for high school teachers, a Knight Foundation grant to establish a chair in health and medicine, and an invitation to participate in the Iowa Newspaper Association trade show.

Faculty are encouraged to read these documents and share their views, if interested.

Director funds to sponsor research and engagement

Faculty are invited to submit proposals to tap a \$200,000 non-continuing fund meant to sponsor research and teaching engagement in the Greenlee School. (For background on the fund, please see page 3 of the online Director's Newsletter: <http://www.jlmc.iastate.edu/news/DirectorNewsletterColor.pdf>.)

If you have a research project in need of support or a teaching proposal to enhance engagement, simply write a letter to the director, stating:

- *The title of the project.* **Example:** "Textbook Preparation."
- *A description of the activities.* **Example:** "The project entails collecting data on communication studies, soliciting permissions and preparing manuscripts for the publisher."
- *A statement on research or teaching enhancement.* **Example.** "Book projects that undergo peer review and are published by major houses not only promote research according to ISU's strategic plan but also enhance teaching at both the graduate and undergraduate levels, in as much as authors have scoured data on topics covered in lectures and seminars."

All director-supported proposals are advanced to the College for official approval.

Director's Advisory Committee named

The director's Advisory Committee will be chairs of standing committees in addition to representatives from administration: Joel Geske, Long-Range Planning; Steve Coon, Curriculum; Lulu Rodriguez, Graduate; Kim Smith, Technology; Tom Beell, Undergraduate; Eric Abbott, Promotion and Tenure; and Barbara Mack, Alumni/Administration. Kathy Box will take minutes and be an ex-officio member.

Agenda

Greenlee School of Journalism and Communication

Faculty Meeting

Sept. 5, 2003

11 a.m.-noon

ANNOUNCEMENTS

Director will distribute handouts on faculty/staff announcements and accomplishments and make brief announcements himself, if appropriate.

COMMITTEE REPORTS

Chairs of standing committees are invited to make summary reports or update the faculty on pending issues, as appropriate.

MAIN MOTIONS

- First Reading: *Proposed Revisions in Greenlee School Mission Statement*—**Eric Abbott, Steve Coon, sponsors**
Note: Handout inserted.
- For Vote: How to Proceed Filling 04-05 Vacancies (Open Rank) Across Emphases—**Joel Geske, facilitator**
Notes: Handout inserted. Search Committee(s) will be named after procedures are established.

NEW BUSINESS

Brief comments or inquiries are invited pertaining to possible main motions to be brought before the faculty in the future.

OTHER BUSINESS

- Reminder to finish accreditation reports for the self-study—**Michael Bugeja**

Faculty are invited to make brief comments or announcements on matters not requiring formal faculty action.

Next Faculty Meeting: 11 a.m. -noon, Friday, Sept. 26