

Date: April 15, 2014

Faculty: X

Guild:

Semester intended for development (in lieu of check mark, indicate year for the semester in which you are applying):

Summer: X Fall: Spring:

FACULTY /GUILD DEVELOPMENT APPLICATION
Suffolk County Community College

Use this form if you are applying for funding to be used for faculty development.

Faculty development is considered to be, but not limited to, any course(s) or workshops that will enhance your professional performance. **This funding will not be approved for coursework intended to fulfill educational promotion requirements.**

This form shall be submitted **electronically** to the **Office of the Vice President for Academic and Student Affairs** no later than April 15, 2014.

1. Name:

2. Current Discipline: Communication – Ammerman

3. Degrees:	Degree	Field	Year Awarded
	M.S.	Communication	2004
	B.A.	Communication Studies – Radio/TV	2002

4. Proposed development area:

Communication – teaching and assessment in the Basic Course (COM 101 Introduction to Human Communication)

5. Previous experience and education related to proposed development area:

I have been teaching the Basic Course, COM 101 Introduction to Human Communication, for the past 10 years since I arrived at Suffolk County Community College in the fall 2004. All of my academic training is in the field of Communication Studies. In fact, I have earned two degrees in Communication and I am currently working on a Ph.D. in Communication Studies at Ohio University (I have successfully completed all of the coursework, successfully passed the qualifying exams, and successfully defended the dissertation proposal which consists of the first three chapters). I am going to finish my dissertation this coming fall during my sabbatical. When I return, I will continue to teach the COM 101 Basic Course.

Institute, I hope to bring this issue up with the other participants and presenters in how we can potentially decrease the high failure rate.

Also, there is a need for assessment of all of our Gateway Courses that Middle States has required us to examine and institute. This Summer Institute will focus on assessment and how to develop and maintain appropriate assessment measurements in the COM 101 course. Also, the College administration has asked for all departments to put together a five-year assessment plan for all programs at the College. I am often called upon by my Chair, Thomas Bovino, to serve on such committees for the department. I told him about the Summer Institute and he thinks it is an excellent idea to help build my knowledge, assessment, and pedagogical skills in the COM 101 course. Also, the materials that I will gather at this Institute I will share with my Chair and all full-time Communication faculty members (across all three campuses). Additionally, when I return to campus, my aim is to accomplish all of the goals I have listed on page two of this document (7. A).

9. Is there an anticipated cost for your professional development activity? Provide documentation.

Institute Registration Fee (see Appendix B): \$350.00
(please note this fee includes food and lodging for the duration of the Summer Institute)

Flight to/from Islip MacArthur to Dayton, OH (see Appendix C): \$304.00

Parking at Islip MacArthur Airport (\$14/day; 4 days): \$56.00
(Based upon <http://www.macarthuraairport.com/parking/parking-rates-info>)

**No Rental Car is needed as a friend is meeting me at the airport and picking me up.

Total Amount Requested: \$710.00

10. Anticipated need for released time. Explain.
None

I have reviewed the contract language (Article V.D.5, (pp29-30) relating to Faculty Development and Retraining Leaves. All questions must be completed in order for your application to be considered. A written report will be required within 8 weeks of completing all course work.

April 15, 2014

Signature

Date

*Please accept this electronic signature as my official signature.

Rev. 01/2014

Appendix A

2014 BASIC COURSE DIRECTOR SUMMER INSTITUTE

JUNE 19-22

HOSTED BY: THE UNIVERSITY OF DAYTON
SUPPORTED BY: THE NATIONAL COMMUNICATION ASSOCIATION

WHAT: The Basic Course Director Summer Institute addresses the need for developing quality administration of the basic course in communication departments around the country. The Basic Course Director Summer Institute is designed to appeal to current and future Basic Course Directors. It will help fill the "training gap" by developing skills for those faculty responsible for this important course in areas such as course design; assessment; supervising adjuncts; training instructors; campus and community advocacy; and other issues often encountered when directing the basic course. The conference is made possible, in part, through an Advancing the Discipline Grant from the National Communication Association.

Sessions will be facilitated by seasoned basic course directors and administrators:

Joseph M. Valenzano, III, University of Dayton: Assistant Professor and Basic Course Director at the University of Dayton. Joe has been a Basic Course Director for eight years, five of which were at the University of Nevada Las Vegas. While there his program received the NCA Basic Course Division Program of Excellence Award for directing a two course program of public speaking and interpersonal communication. He also developed and directed the Greenspun College of Urban Affairs First-Year Learning Community Program and worked on general education reform at UNLV.

At the University of Dayton Joe has been responsible for the development and implementation of a new basic course grounded in explanation, civility and dialogue. The custom textbook for this course received the NCA Basic Course Division Textbook of Distinction Award in 2013. Joe has also published on the basic course in *The Basic Communication Course Annual* and the *International Journal of Education Reform*. He has also co-authored two textbooks for the basic course. He served on the NCA Task Force to Strengthen the Basic Course, has hosted the Basic Course Director's Conference three times and is the current editor of *The Basic Communication Course Annual*.

Samuel Wallace, University of Dayton: Associate Professor and Director of Undergraduate Studies at the University of Dayton. Sam Wallace is former basic course director with many years of experience. Sam is a past chair of the Basic Course Division of the National Communication Association and he was the first chair of the Basic Course Interest Group for the Central States Communication Association. He was president of the Ohio Communication Association and edited the *Ohio Speech Journal*. In addition, Sam was helped found the *Basic Communication Course Annual*, and has hosted the Basic Course Directors' Conference in Dayton, Columbus, Las Vegas, and Phoenix.

Sam has authored, co-authored, and co-edited several books, written articles in national and state journals, and convention papers. He has served on the editorial boards of *The Ohio Speech Journal*, *The Basic Communication Course Annual*, and *Communication Teacher*. His research interests include

communication pedagogy, innovation in the classroom, sustainable course development, and assessment.

Cheri Simonds, Illinois State University: Professor of Communication at Illinois State University. She has Co-directed Communication as Critical Inquiry for the past seventeen years. She and her colleagues were integrally involved in general education reform at ISU. She teaches in the area of communication education and has published several articles in national peer reviewed journals including *Communication Education*, *Communication Teacher*, and *The Basic Communication Course Annual*.

She has co-authored textbooks on Classroom Communication, Intercultural Communication, and Public Speaking. She is the Outgoing Editor of *Communication Teacher*, lead author on the NCA Resolution on the Role of Communication in General Education, and Chairs the NCA Task Force on Strengthening the Basic Communication Course. Her most recent awards include the National Communication Association's Inaugural Basic Communication Course Distinguished Faculty Award and Illinois State University's John Chizmar and Anthony Ostrosky Scholarship of Teaching and Learning Award.

Jon Hess, University of Dayton: Professor and Chair at the University of Dayton. Over the last 25 years, Jon Hess has been active with the basic course as an instructor, director, researcher, and administrator. For eight years, he served as Basic Course Director at the University of Missouri. In addition to other research on instructional communication, he has published on the basic course in *Communication Education*, *Journal of the Association for Communication Administration*, *Basic Communication Course Annual*, and *Proceedings of the National Communication Ethics Conference*.

As a member of NCA's Chair's Advisory Council, Jon has worked with the association to address the importance of the basic course to the well-being of our discipline. Beyond Basic Course Director, he has administrative relevant experience as chair of a department that responded successfully to an attempted elimination of its basic course, as chair of the university's Academic Policies Committee, and as president of the university's Academic Senate. Jon has served as a consultant to the ETS for the communication Praxis Exam and is the editor-elect of *Communication Education*.

WHO: Not every department has a basic course director/coordinator, but any department that offers the basic course typically has someone who handles its administration (a chairperson, a faculty member or a formal BCD). This Institute is open to anyone who currently administers the basic course, anyone who may transition into that role, or any graduate student who is interested in becoming a basic course director.

Registration, which is \$350 for faculty and \$250 for graduate students, includes meals and housing. Specifically, it covers Thursday dinner; breakfast, lunch and dinner for both Friday and Saturday; and, breakfast and lunch Sunday.

WHERE: The Institute will be hosted by the University of Dayton in Dayton, Ohio. Attendees will stay on campus for the Institute.

Appendix B

Copy of receipt of payment they sent to me:

2014 Basic Course Director Summer Institute June 19 – 22, 2014

Date March 4, 2014

Received From:
Amount \$350.00

Method of payment: check (if applicable) Check #1324

Received By Cathy Waag, Sr. Administrative Secretary Memo
University of Dayton
Department of Communication
300 College Park
Dayton, Ohio 45469-1410
Phone: 937-229-2028
Email: cwaag1@udayton.edu

Copy of Check that I sent to University of Dayton Department of Communication:

50-7578/221A 1324

DATE 2/25/14

Teachers Federal Credit Union

PAY TO THE ORDER OF The Department of Communication \$ 350.00

Three Hundred Fifty and 00/100 DOLLARS

Teachers Federal Credit Union
Hauppauge, NY 11788
631-898-7000
www.teachersfcu.org

MEMO Basic Course Institute

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SECURITY BURST

Arrive in **LONG ISLAND/ISLIP, NY (ISP)** at **9:05 PM**
Travel Time 3 hrs 50 mins
Wanna Get Away

What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

Air Cost: 304.00

Carryon Items: 1 Bag + small personal item are free. See full details. Checked Items: First and second bags fly free. Weight and size limits apply.

Fare Rule(s): 5262195468724: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

ISP WN X/BWI WN DAY120.93OLA7WNRO WN X/BWI WN ISP120.93MLA7WNRP 241.86 END
ZPISPBWIDAYBWI XFISP4.5BWI4.5DAY4.5BWI4.5 AY10.00\$ISP2.50 BWI2.50 DAY2.50
BWI2.50

Important Reminders:

Checkin

Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied boarding compensation.

No Show Policy

If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining funds on this reservation, including Anytime and Business Select fares, will be forfeited.

[Learn About Our Boarding Process](#)

[Get EarlyBird Check-InSM Details](#)

Cost and Payment Summary

AIR - 7XZXWW

Base Fare	\$ 241.86	Payment Information
Excise Taxes	\$ 18.14	Payment Type: Visa
Segment Fee	\$ 16.00	Date: Feb 27, 2014
Passenger Facility Charge	\$ 18.00	Payment Amount: \$304.00
September 11th Security Fee	\$ 10.00	
Total Air Cost	\$ 304.00	

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COUNTY COMMUNITY COLLEGE

TO: Dr. Marie DeLongoria, Co-Chair
Marie Hanna, Co-Chair

FROM: Associate Professor of Communication – Ammerman Campus

DATE: October 13, 2014

SUBJECT: Faculty Retraining Report

First and foremost, thank you for this opportunity and for your generous support. The faculty development money allowed me to attend the 2014 Summer Basic Course Institute at the University of Dayton on June 20-22. This Institute was sponsored by the National Communication Association (NCA) – my discipline’s leading, and most respected, academic organization.

This Institute was helpful and informative to me as a professor in Communication as well as to our department. I primarily teach the basic course which is the Introduction to Human Communication (COM 101) at Suffolk County Community College. My department runs approximately 150 sections of this class every academic year with 1000s of students enrolling in the course.

Specifically, the Institute centered around discussion and panels on course assessment, curriculum development, speech evaluation, course standardization, the flipped classroom model, management and mentorship of adjuncts who teach the class, advocacy for the basic course, and publishing within the basic course.

In light of SUNY Seamless Transfer, Middle States’ recommendations, the creation (and now revision) of our new Communication Studies major, and changing learning outcomes of COM 101 course, I have found the Institute to be extremely helpful and invaluable not only for my own personal teaching and pedagogy but for my department and the current needs of the College. For example, at the first department meeting this semester I attended (even though I am currently on sabbatical) to discuss changing one of our learning outcomes with Professor Virginia Horan. Together, we spoke about why we think the learning outcome should be changed based upon what we learned and discussed with colleagues at the Institute. We were able to make a persuasive argument to change one of the learning outcomes which successfully passed.

In moving ahead, based upon what I learned, and the resources I acquired from the Basic Course Institute, I wish to accomplish the following goals:

1. Help develop an assessment plan for our COM 101 course.
2. Share any, or all, resources with colleagues from all three Communication departments (I have done some of this already).
3. Create an instructor’s manual for COM 101. This would be helpful for adjuncts especially those who do not have a lot of experience teaching the class.
4. Move my COM 101 sections, or at least experiment, to a “Flipped Classroom” model.

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I will accomplish these goals next semester as I am currently on sabbatical for the fall 2014 semester. The fourth goal I will mostly accomplish during the winter break when I prepare for the spring 2015 semester.

Below, was the schedule and topics discussed at the 2014 Basic Course Institute:

Thursday June 19

6:00pm-8:00pm: Check-in (Caldwell Apartments)

8:00pm-9:00pm: Introductions and Overview of Institute

Friday June 20

8:00am-9:00am: Breakfast

9:00am-10:20am: Opening Session (SJ 233)

*State of Higher Education and the Basic Course

*Employer Needs

*Managing Mandates (Common Core and State)

*University Mission and Alignment with General Education

10:30am-12:00pm: Assessment—Opening the Loop (SJ 233)

*Purpose of Assessment (10:30-11:00)

*Backwards Course Design (11:00-12:00)

12:00pm-1:00pm: Lunch (Kettering Dining Commons)

1:00pm-1:50pm: Curriculum Development Sessions (*Choose one of the following*)

*Developing Student Learning Objectives (SJ 013)

*Engaging Classroom Pedagogy: Leading Discussions (SJ 025)

*Textbook and Material Selection Process (SJ 023)

2:00pm-2:50pm: Curriculum Development Sessions (*Choose one of the following*)

*Teaching Online and Using Technology (SJ 013)

*Engaging Classroom Pedagogy: Facilitating Experiential Activities (SJ 025)

*Developing Assignments (SJ 023)

3:00pm-3:50pm: Curriculum Design “Speed Dating” (SJ 233)

4:00pm-5:15pm: Speech Evaluation Development (SJ 233)

6:00pm: Dinner(Kettering Dining Commons)

Saturday June 21

8:00am-9:00am: Breakfast

9:00am-10:00am: The Standardization vs. Autonomy Question (SJ 233)

10:00am-10:50am: Staff Management (*Go to assigned session*)

*Developing Training Programs and Manuals (SJ 013)

*Conflict Resolution and Difficult Relationships (SJ 025)

11:00am-11:50pm: Staff Management (*Alternate from prior session*)

*Developing Training Programs and Manuals (SJ 013)

*Conflict Resolution and Difficult Relationships (SJ 025)

12:00pm-1:00pm: Lunch (Kettering Dining Commons)

1:00pm-1:50pm: Staff Development (*Choose one of the following*)

*Implementing a Pedagogy course (SJ 013)

*Managing Large Lecture format (SJ 023)

*Professional Development Opportunities (SJ 025)

2:00pm-2:50pm: Staff Development (Choose one of the following)

*Evaluating Instructors and Scheduling Classes (SJ 013)

*Budget Creativity for Course Enhancement (SJ 025)

3:00pm-4:15pm: The View from Administration (SJ 233)

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Western Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

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*Guest Speakers: Paul Benson, Dean of College of Arts & Sciences University of Dayton
TBA

4:15pm-5:15pm: Life as a Basic Course Director (SJ 233)

*Job description of a BCD

*Being a non-Tenure Track BCD

*Targeting BCD Jobs

*Responsibility but little (no?) authority

6:00pm: Dinner (Kettering Dining Commons)

Sunday June 22

8:00am-9:00am: Breakfast (Kettering Dining Commons)

9:00am-9:25 am: Effective Advocacy (Go to assigned session)

*On-campus outreach (SJ 013)

*Off-campus outreach (SJ 025)

9:30am-9:55am: Effective Advocacy (Alternate from prior session)

*On-campus outreach (SJ 013)

*Off-campus outreach (SJ 025)

10:00am-10:25am: Advocacy for today's educational environment (Choose one of the following)

*Advocacy based on trends in higher education (SJ 013)

*Using assessment data to advocate on behalf of the course (SJ 025)

10:30am-10:55am: Advocacy for today's educational environment (Choose the one you did not attend)

*Advocacy based on trends in higher education (SJ 013)

*Using assessment data to advocate on behalf of the course (SJ 025)

11:10am-12:00pm: Advocacy group discussion (SJ 233)

12:00pm-1:00pm: Lunch (Kettering Dining Commons)

1:00pm-2:00pm: Closing Session (SJ 233)

*How Do We Advance the Discipline through the Basic Course?

*Closing the Loop: Publishing Basic Course Scholarship

Again, I want to thank the committee for reviewing my application and approving the funds for me to attend this informative Institute. If I can provide you with any additional information then please let me know.

Respectfully Submitted,

Associate Professor, Department of Communication
Suffolk County Community College

Central Administration
533 College Road
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