

**ECA 2015 – Community College Interest Group
Business Meeting Agenda
Friday April 24, 2015 at 8:00-9:15 in Shippen, Sheraton Society Hill, Philadelphia, PA**

I. Welcome!

II. Introduction of Participants

A. Current Officers

1. Chair: [Rebecca Townsend](#), Manchester Community College
2. Chair Elect (2016 Planner)/2015 GIFTS planner: [Jenny Warren](#), Collin College
3. Secretary: [Shawn Starcher](#), Kent State University
4. Executive Committee Representative [Jessica Papajcik](#), Stark State College (term begins Sunday 2014/ends Thursday 2016)
5. ECA's CC Representative to NCA Legislative Assembly: [Kerry Byrnes](#), Collin College (term: 2014-2016)

B. Attendees

III. Old Business: Reports

A. Approval of 2014 Minutes, presented by Secretary

(https://drive.google.com/file/d/0B30noun_jWJ8YS1BRWxVTXZMM0U/view?usp=sharing
plus last year's brainstorm results:
<https://docs.google.com/spreadsheets/d/10b5Z3uWInc9N9roBfSLVmu3aw-epCBZ5xbd8lUpQWtg/edit?usp=sharing>)

B. 2015 Convention Programming

1. Program submissions and acceptance rate, presented by Chair
2. GIFTS submissions and acceptance rate, presented by Chair Elect
3. Thank you to reviewers (both Chair and Chair Elect)

C. ECA Executive Council – presented by EC CCIG Representative

D. NCA Legislative Assembly – CCIG Representative

E. ECA President's Task Force on Community College Outreach—Chair Outreach task force report

https://drive.google.com/file/d/0B30noun_jWJ8SHhQLXA1aC1taVk/view?usp=sharing

F. Nominating Committee needed a name for the ECA Community College Rep to NCA Legislative Assembly (to go on the ECA 2015 fall ballot; term begins Jan 1, 2016): nominee Nyia Lacey

G. Listserv update—Chair

IV. New Business

A. By-laws revision to allow for election of a Secretary (We've had one, but it's not in our bylaws.)

B. Election of New Officers

1. 2017 Chair-Program Planner/2016 GIFTS planner
2. 2015-2017 CCIG Representative to ECA's Executive Committee (term begins Sunday 2016/ends Thursday 2018): to be elected in 2015
3. CCIG Secretary (2016-2018)

C. 2016 Convention—J. Warren

1. Planners' Meeting information
2. Need for Reviewers
3. Brainstorm ideas for panels

V. Open Forum Discussion

VI. Adjournment

Community College Interest Group
Meeting Minutes, April 25th, 2014
Eastern Communication Association
Providence, Rhode Island

Present:

Susan Ward, Isa Engleberg, Jenny Warren, Kerry Byrnes, Shawn Palmer, Alberta Arnold, Michelle Simpson, Tom Jewell, Dante Morelli, Tom Donlan, Carol Bennett, Nancy Willets, Kristin English, Scott Dunright, Jessica Papajcik, Kristin English, Laura Davis, Rebecca Townsend, Tobi Mackler, Nadine Cichy

Minutes:

- Meeting started at 1:03 PM
- Kristin English spoke on the planning team for Philadelphia, where the theme is Deliberation
 - o Focus on spotlight sessions
 - o Focus interactive sessions
 - o Focus on interdisciplinary sessions
 - o Focus on the Undergraduate Scholars Conference – To foster excellence, they will have a lot of guides and resources including YouTube videos on how to submit and present etc.
- The division will have four program submissions, but 8 total slots.
 - o We filled them with additional slots created by Tom and Nancy.
 - o We need to garner more submissions for next year.
- Rebecca Townsend spoke on the G.I.F.T.S. sessions
 - o There were 30 G.I.F.T.S. submissions (17 were accepted)
 - o There were 16 total reviewers for the submissions
 - o Each piece had multiple reviewers to ensure a quality review
 - o Becky suggested that any audio-visual (AV) requests be made in the proposal and not after the proposal is accepted
- Michelle Simpson provided the ECA Executive Council report
 - o By the end of the conference weekend, we will have 800 people registered for the conference.
 - o Next year will be in Philadelphia, where they will be testing a new mobile application for the program.
 - o Spotlight sessions will try to bring in media for coverage.
 - o They discussed the site selection for future years.
 - o Nancy would like feedback about the cost for hotel rooms in Boston. Specifically, Would \$250 or more for hotel rooms in Boston be too much?
 - o There is potential for a new ECA logo
- Kerry Byrnes provided the NCA Legislative Assembly report
 - o ECA is healthy financially although ECA memberships are down slightly
 - o The bylaw vote will come back around again as it did not pass by the majority voted needed

- Approval of meeting minutes
 - o Susan Ward motioned, Rebecca Townsend seconded and the motion carried.
- Susan spoke about the amended bylaws for the Community College Interest Group
 - o We need to change the bylaws for the secretary term
 - o Susan Ward motioned, Nancy Willets seconded and the motion carried by a two-thirds vote
- Laura Davis called for nominations of the 2016 Chair/2015 Gifts Planner
 - o Kerry Byrnes nominated Jenny Warren
 - o There were no other nominations
 - o Jenny Warren was voted in by acclamation
- Laura Davis called for nominations for the 2015-2017 CCIG Representative to ECA Executive Council
 - o Jessica Papajcik self-nominated
 - o There were no other nominations
 - o Jessica Papajcik was voted in by acclamation
- Rebecca Townsend discussed the 2015 planning sessions
 - o Discussed activity for ideas for panels/discussions in a deliberative manner.
 - o Walls have posters with previous ideas on them.
 - o Members are to go around the room to generate new topics and ideas.
- Isa Engleberg discussed Core Competencies going to publication
 - o She can provide copies and could send electronically if needed.
- Carol Bennett wanted to start some dialogue about assessment and research methods, along with the impact of teaching to the test.
 - o Carol's previous OCC has the same number of full-time faculty from years ago, but a much large student body (6000+ more students)
- Tobi Mackler asked to send information on the posters to the entire group
- Announcements:
 - o Alberta Arnold – needs nominations for CCIG for NCA positions.
 - Open positions are Vice-Chair Elect (5 year term), Secretary (2 year term), Nominating Committee Representative.
 - Alberta needs the nominations by October 2015.
 - Contact Alberta with any questions.
 - o Susan Ward – wants to create a better mechanism for communicating within ECA rather than going through Kathie Cesa every time. She feels that it stifles public discussion.
 - Also, if you have a college that is willing to host a list-serv, please let Susan know.
 - Carol Bennett started an event page on Facebook.
 - Jessica Papajcik suggested asking ECA if they'd be willing to host a page/list-serv
 - o Kerry Byrnes requested others to let her know if they are interested in Lumina tuning process

- Open Positions
 - Susan Ward mentioned that Delaware County Community College will have an open position soon for Media Studies
 - Nadine Cichy mentioned that Sinclair Community College has a full-time position open for a generalist
 - Laura Davis mentioned that Harrisburg Area Community College has a full-time position open for Journalism (virtual position)
 - Nancy Willets mentioned that she is the Chair of the ECA nominating committee and is looking for the positions of First President Select Elect, ECA Representative to the NCA 2016 Nominating Committee and the ECA Representative to the NCA Legislative Assembly K-12. Individuals should contact her if you are interested in any of the positions.
- Nancy Willets encouraged everyone to come to the awards panel at 11:00 AM on Friday and the pub outing
- Tom Donlan motioned to adjourn the meeting, Tom Jewell seconded and the meeting was adjourned.

Panels for 2015

- Thursday 12:30-1:45 in Cook: The Status of African-American Males in the Community College: A Panel-audience Discussion
- Thursday 2:00-3:15 in Ballroom E1: A Workshop Session: Public Speaking Can Be Taught Effectively Online With A Little Help From Your Friends (Workshop)
- Friday 8:00-9:15 in Shippen: Business meeting
- Friday 9:30-10:45 in Hamilton: GIFTS
- Friday 9:30-10:45 in Ballroom E2: What Are They Learning? Using Core Communication Competencies to Assess the Basic Course
- Friday 2:00-3:15 in Ballroom E2: Maintaining Curricular Integrity: Using Instructional Design Methods to Align Course Content [*co-sponsored with Instructional Communication*]
- Saturday 8:00-9:15 in Hamilton: GIFTS
- Saturday 9:30-10:45 in Ballroom A1: Civic Engagement Models in Communication Courses Provide Opportunities for Students to Deliberate About Important Public Issues

**Eastern Communication Association
Community College Interest Group Bylaws**

Article I – Name

The name of this organization shall be the Community College Interest Group (CCIG) of the Eastern Communication Association (ECA). CCIG operates under the constitution and bylaws of ECA and shall be bound by all applicable rules and decisions of that association.

Article II – Purpose

The purpose of the Community College Interest Group is to promote the scholarship of teaching among community college communication professionals. The CCIG actively promotes instructional innovation and provides opportunities for professional collaboration.

Article III – Membership

Membership in the Community College Interest Group shall be open to all members in good standing of the ECA who are interested in a broad range of undergraduate, career training, and lifelong learning issues within the discipline.

Article IV – Meetings

Section One: An annual business meeting shall be held in conjunction with the ECA convention. The time and place of the meeting shall be determined by the First Vice President and planner of ECA.

Section Two: Those members present at the annual meeting shall constitute a quorum.

Article V – Officers

Section One: The officers of the interest group shall be the Chair and Chair Elect. These officers shall perform the duties as specified in Article V, Sections Two, ~~and Three~~ **and Five**.

Section Two: The Chair shall be elected at the CCIG business meeting and shall serve for two years. The duties of the Chair include: presiding at the annual interest group business meeting; planning the programs for the interest group for the years in which the Chair serves; and attending planning meetings and performing other appropriate duties delegated by the interest group and/or the Executive Director and officers of ECA.

Section Three: The Chair Elect shall be voted upon at the CCIG business meeting at which the Chair takes office. Succession shall be automatic from the Chair Elect to the Chair. ~~Duties of the Chair Elect include: acting as secretary for the annual business meetings during which he/she is Chair Elect; sending copies of the minutes to the Chair and the Executive Director of ECA; and printing copies of the minutes for distribution at the business meeting.~~

Section Four: The CCIG shall select a representative to the ECA nominating committee. This representative shall be elected at the business meeting and serve for two years.

Section Five: The Secretary shall be elected at the CCIG business meeting and shall serve for two years. **Duties of the Secretary include: recording minutes from the annual business meeting;**

sending copies of the minutes to the Chair and the Executive Director of ECA; and printing copies of the minutes for distribution at the business meeting.

Section Five: The Clerk

Article VI – The Executive Committee

Section One: The Chair and Chair Elect of the Community College Interest Group shall constitute the Executive Committee.

Section Two: The Executive Committee shall have general supervision of the affairs of the interest group between its annual meetings and shall perform such duties as are specified by these bylaws.

Article VII – Representative to the ECA Executive Council

Section One: The CCIG shall elect a representative to serve on the ECA Executive Council in accord with the principle of rotating membership to that body.

Section Two: An Executive Council member shall serve a two-year term.

Section Three: An Executive Council member is responsible for attending all meetings of that body at the association's convention and at other prescribed times during the year when the ECA Executive Council convenes.

Section Four: The Executive Council member shall present timely reports to his or her interest group about the deliberations of the Executive Council and undertake any special tasks assigned by the association's officers.

Article VIII – Parliamentary Authority

American parliamentary practice as set forth in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of the interest group and the procedures at its meetings.

Article IX – Amendment of the Bylaws

Section One: These bylaws may be amended at any meeting of the interest group by a majority vote, provided a previous notice of at least thirty days has been given, or by a two-thirds vote without notice.

Section Two: Proposed amendments to these bylaws shall be presented to the membership during the interest group business meeting at the annual convention unless otherwise determined by the Chair, who will then notify the membership accordingly. Such an amendment shall be adopted immediately after it is approved by a two-thirds majority of the members present.