I. Kara Kam-Kalani explained that the Speech department will meet at the beginning and at the end of each semester to access and discuss the Speech curriculum at Honolulu Community College. Instructors and lecturers will be asked to share the details of student assignments, grading strategies, testing strategies, and other successes or challenges encountered throughout the semester.

II. Kara Kam-Kalani asked that all instructors deliver a copy of their syllabi to her.

III. Speech instructors and lecturers discussed the Speech Requirement Hallmarks. The five Hallmarks were reviewed in detail to ensure all classes, which fulfill the HCC Speech Requirement, meet the requirements outlined by the Hallmarks.

IV. Kara Kam-Kalani discussed work that has been completed to update the Student Learning Outcomes for HCC Speech courses. Kara Kam-Kalani will email a copy of the updated SLOs to all instructors and lectures so that the new SLOs may be incorporated into syllabi and other course materials.

V. Instructors and lecturers were asked to consider and then graph how each student assignment, speech, or test addresses either one or multiple SLOs.

VI. Instructors and lecturers brainstormed to develop a plan for the best way to evaluate SLOs.

VII. A plan was developed to test three or four SLOs per semester on a rotational basis. The SLOs will be evaluated through three exam questions that will appear on each instructor’s final exam. Instructors will be given a copy of the exam questions immediately before the final exam date to ensure that results are not tainted by the Hawthorne effect.

VIII. Each instructor will have his or her grading procedures evaluated by another speech instructor. During the informative speech assignment, speech instructors and lecturers will visit each other’s SP 151 courses and observe two students deliver the informative speech assignment. Each instructor or lecturer will be visited by one other speech instructor or lecturer. After the visit, the speech faculty will meet to discuss the speeches and access whether students are being evaluated consistently across sections. All Speech faculty were asked to sign-up to evaluate a colleague. Kara Kam-Kalani volunteered to create a sign-up sheet.
IX. Instructors and lecturers were encouraged to require students to give speeches that apply to their majors. Kara Kam-Kalani discussed a yearlong program she participated in that highlighted the importance of “Real World” Application Projects. Instructors were also encouraged to have students speak on topics related to their future careers and to have students participate in service learning projects.

X. Kara Kam-Kalani discussed the HCC reorganization plan and its possible impact on the Speech Department. Information provided by Chancellor Rota at the campus-wide meeting was also discussed as it may lead to adjustments in the number of students taking speech courses during the next few semesters.

XI. The next meeting for the speech faculty will occur at the end of the Spring 2011 semester.

Respectfully submitted by Doug Raphael.