Minutes
Professional Communication Committee
February 6, 2004

Present: George Patmor, Joyce Shatzer, Joe DeBella, Kassa Kelso, Jacqueline Hansen, Johan Koren, Tom Lough

Absent: Ginny Richerson

Tom Lough called the meeting to order, and made available copies of minutes from years gone by. He reviewed the history and heritage of the group, and summarized the discussion and debate that led to the earlier mission of helping to motivate COE students to want to improve their professional speaking and writing skills.

He described how the earlier committee work lead to the two-year Professional Communication Initiative (PCI) that was sponsored by the Office of the Provost. Since the PCI program is now finished, the COE committee has the opportunity to follow up on unfinished PCI work and to plan future COE projects as well.

Jacqueline Hansen agreed to work on the group name and to develop one or more candidates.

The committee agreed to adopt as current work the completing of a brochure of MSU resources for students needing help with writing and speaking, but tabled any action until the next meeting.

The committee discussed possible future work, including the development of an updated mission, a review of the current communication handout, a review of the Teacher Education Services optional check list, the creation of a COE web page with links to online communication resources, and the exploration of a writing test as part of the teacher education admission process. No specific action was taken on any of these ideas.

The committee agreed unanimously to continue to meet regularly, perhaps twice per semester. The next committee meeting will be on March 26 at 12:00 in room 3227 in a Bring Your Own Lunch format.

Tom Lough adjourned the meeting at 2:30.