

March 27, 2007

Minutes: Mike and Lee

**Attendance:** Mike, Beth, Dr. N, Louis, Carla, Pat, Kerry, Lee

**Integrating Information Retrieval into Undergrad Curricula Presentation by Dr. Zhu**

- \* Created to teach how to do online research effectively.
- \* Funded by an NSF grant
- \* Created for both Undergraduate and Graduate students
- \* Assignments for Professional Communication's Students
  - \* Write out observations of site and recommendations
    - \* Pay special attention to editing problems (Louis and Lee)
  - \* Consider updates for the Professional Communication Strategies section specifically to replace nulls
- \* Consists of multiple platforms to suit different users. [Windows Media, .ppt, .doc, .pdf, flash]

**Dr. N reminded the class:**

- \* Documents for class are online.
- \* What the common search engines are
- \* Url for Class website
- \* Mike's Grant presentation as an introduction to Beth's presentation on agendas.

**Developing Effective Agendas for Meetings**

- \* Presentation by Beth
- \* Single session meetings require strict agendas to avoid informal conversation
- \* *Agenda Development*
  - \* Maps and directions should be gotten ahead of time to avoid lateness.
  - \* Items on the agenda should be measurable and actionable.
  - \* Times should be set for how long to spend on each item.
- \* *Review: Roberts' Rules of Order*
  - \* Very formal set of rules for meetings.
  - \* Recommended by Toast Masters'
- \* *Critique of Beth's previous agendas*
  - \* Failure to meet presentation recommendations.
    - \* lack of actionable items
    - \* no time frame for items on agenda
- \* *Questions*
  - \* Hot Items vs Easy Items at the beginning of the agenda (Dr. N)
    - \* Facilitator should move the meeting along. Time limits are crucial. (Beth)
  - \* Should topics be subdivided (Kerry)
    - \* Based on planning (Beth)
  - \* Derailment by addition of unknown information and adding things to the agenda at the last minute (Dr. N)

- \* Postpone discussion. Agenda posting may solve this problem. (Beth)
- \* Time can be a significant issue when adding things (Beth)
- \* Agenda items can be asked for prior to agenda being created. Then once agenda is created, no further additions. (Pat)
- \* How to handle things that cannot be finished in time allotted.
- \* Ask participants to stay later or set a time to reconvene. (Beth)

### **\*Review of Handouts for Next Week**

#### **\*Business Writing for a Multicultural Audience**

- \*Presentation by Kerry
- \* Best to keep writing middle of the road. Culturally aware, but not overly culturally sensitive.
- \* Treat people equally when naming. If you use Dr. N's name, don't say secretary, name her as well.
- \* Remember to use active voice
- \* Use the KISS method: Keep It Simple, Stupid!
- \* Avoid being overly politically correct.
- \* Avoid the other extreme in gender specific language of using things like chairwoman. Better to use things that are gender neutral like chair. (see chapter 4 in the class style guide)
- \* 'I attitude' handout and discussion.
  - \* Students' use of figurative language and code switching discussion.
  - \* ESPN analogy (In game commentator vs after game)

#### **Important information for major projects (Dr. N)**

- \* Issues with each proposal presented.
- \* Faculty Interface assistance
- \* Request for review of surveys and questionnaires
- \* Progress reports: make the proposal realistic/you may have been too ambitious

#### **Memo Review**

Beth: Surveys and questionnaires need review.

Carla: "looking at policy review now revised to a more focused topic of drug and alcohol."

"The more specific the more to say" DR N.

Kelley: Too many details at the outset. Know your audience.

Lee: Identify audience (publisher). When dealing with copyright, remember citation.

Pat: Nothing specific. Timeline might be too tight. (Pat)

Louis and Team members: Need to produce a new proposal. First one lacks research and credible course development.

**Class adjourned.**