Minutes, Rhetoric and Communication Study Group, 2/26/03

Present: Sue Berman, Pat Bizzell, Mark Hallahan, Laurie King, Ed O’Donnell, Catherine Roberts.  
Absent: Loren Cass, Phil Rule

Next meeting: 3/26, noon, Fenwick 208

Draft report section deadline: 3/24 [circulate via email]

This meeting was devoted to discussion of the final report that our group will prepare. It is due at  
the end of April and will be circulated, most likely in its entirety, to the other three study groups,  
and, most likely in abbreviated form, to the entire faculty.

Our goal is to have drafts of the sections of the report [see below] by 3/24, so all of us can review  
them before the meeting on 3/26 to go over them and suggest final revisions. We would then post  
our report on our website, ideally by mid-April, where it would be useful to the other study  
groups preparing their reports.

We decided that our report would have three parts.

The first part will comprise the summary of data gathered from our interviews with faculty. We  
looked at the list of interviews still to be completed, eliminated a few that seemed redundant, and  
assigned three more to be completed as follows:

Laurie King to interview Diane Bukatko

Catherine Roberts to interview Beth Sweeney

Mark Hallahan to interview Ward Thomas

We will then have a total of 22 interviews with faculty from the following departments: biology,  
chemistry, classics, economics, English, history, music, philosophy, physics, political science,  
psychology, religious studies, sociology/anthropology, theatre.

Mark Hallahan and Loren Cass will prepare this section of the report, summarizing the data and  
also including representative quotes from the interviews. The full texts of the interviews will be  
preserved on our website.

The second part will be a bulleted list of general communication skills goals—written, oral,  
technological—to be compiled by Sue Berman, Laurie King, and Phil Rule.

The third part will be a digest of “best practices” as we have discovered them. Most likely, here  
we’ll have brief [one-two paragraph] summaries of the programs that interest us along with some  
general guidelines for building rhetoric-intensive curricula. Pat Bizzell and Ed O’Donnell will  
draft this section.

Editing and posting on the website will be done by Catherine Roberts.