

COMM-130: SMALL GROUP COMMUNICATION

Effective Term

Fall 2023

BOT Approval

5/12/2022

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications

And/Or

Communication Studies (Speech Communication) (Master's Degree)

Subject Code

COMM - Communication Studies

Course Number

130

Department

Communication Studies (COMM)

Division

Language and Developmental Studies (LADS)

Full Course Title

Small Group Communication

Short Title

Small Group Communication

CB03 TOP Code

1506.00 - Speech Communication

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

Updating the subject code and textbooks.

SECTION B - Course Description

Catalog Course Description

This course focuses on the dynamics of small group interactions. Students will combine theory and practice to develop skills in running and participating in groups. Topics include group formation and development, roles and norms, leadership, decision-making and problem solving, running meetings, conflict resolution and effective verbal and nonverbal communication.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Maximum Enrollment

30

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

3.00000

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

| DE Modalities | Permanent or Emergency Only? |
|-----------------|------------------------------|
| Entirely Online | Permanent |
| Hybrid | Permanent |

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate how to set up and run productive meetings.
2. Utilize appropriate decision-making and problem-solving techniques in a group setting.
3. Demonstrate effective communication skills in managing conflict, and maintaining a positive group climate.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate effective problem-solving, role behaviors, communication, and listening skills in a small group setting among diverse groups of people.
2. Assess and analyze a group's effectiveness in a variety of small group settings.
3. Apply critical thinking skills in making decisions, researching and analyzing a problem, and developing and presenting a solution as a member of a group.
4. Demonstrate effective leadership skills including setting up and running meetings, conflict management, and communication skills while maintaining a positive and effective group climate.

5. Demonstrate the ability to discover, critically evaluate, and engage in sound reasoning to reach a well-rounded decision.
6. Organize presentations effectively and present views with persuasion.
7. Demonstrate ability to effectively prepare for and deliver presentations within small group settings.
8. Explain the psychological, social, and cultural basis and significance of oral communication as it occurs in dyads, small and large groups, and public settings.
9. Adapt communication strategies to fit the audience and situation.

Course Content

1. Defining small group communication
 - a. Importance of groups
 - b. Types of groups, including virtual groups
 - c. Why people join groups
 - d. Characteristics of small group communication
2. Group dynamics
 - a. Stages of group development
 - b. Roles
 - c. Norms
 - d. Cultural and gender influences
 - e. Power
 - f. Leadership
3. Communication in group settings
 - a. Listening – critical and empathic
 - b. Defensive vs. non-defensive communication patterns
 - c. Communication style differences
 - d. Communication networks
 - e. Nonverbal communication – importance, types, cultural impacts
 - f. Providing and receiving feedback on both content and forms of communication
 - g. Organizing, evaluating, and reporting information
 - h. Dyads, small group, and large group communication
 - i. Conflict management
4. Improving group climates
 - a. Cohesiveness
 - b. Managing conflict – definition, types, styles
5. Setting up and running meetings
 - a. Types of meetings
 - b. Agendas, minutes
 - c. Roberts Rules of Order vs. alternative approaches
 - d. Leadership – theories (trait, styles, functional)
 - e. Task and maintenance roles
6. Decision making
 - a. Choosing among alternatives
 - b. Types of decision making – one person, vote, nominal group technique, consensus, chance
 - c. Critical thinking – inductive and deductive reasoning
 - d. Recognizing bias
 - e. Groupthink – symptoms, how to avoid it
 - f. Reflective thinking techniques
7. Problem Solving
 - a. Research techniques – finding and analyzing information, recognizing bias, gathering data
 - b. Clarifying the problem and issues
 - c. Developing a solution – encouraging creativity, evaluating options
8. Group presentations
 - a. Types – discussions, forums, informational, persuasive
 - b. Preparation and delivery guidelines
 - c. Audience analysis

Methods of Instruction

Methods of Instruction

| Types | Examples of learning activities |
|------------|--|
| Discussion | |
| Lecture | |
| Other | Individual and group exercises and assignments - to apply concepts to and build critical thinking/analysis skills. |

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

| Types | Examples of classroom assessments |
|---------------------|-----------------------------------|
| Essays/Papers | |
| Quizzes | |
| Oral Presentations | |
| Projects | |
| Class Participation | |
| Homework | |

Assignments

Reading Assignments

- Selected readings from textbook, handouts or on-line sources. For example: Read chapter one of In Mixed Company. For example: Read and summarize the handout "Symptoms of Groupthink."

Writing Assignments

- Individual or group research papers For example: Following the problem solving sequence discussed in class, small groups will identify and research a current problem at the college, develop a solution and discuss their process, findings (with cited sources) and solution in a formal paper. - Presentations For example: Groups from class will attend and analyze the group processes of a public meeting, and present their findings and recommendations to the class in a formal presentation. The presentation will include active participation by each member and will incorporate visual aids, such as PowerPoint. - In-class exercises, requiring participation and/or observation and critical analysis of small group interactions

Other Assignments

-

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Rothwell, Dan

Title

In Mixed Company: Communicating in Small Groups and Teams

Edition/Version

10th

Publisher

Cengage Learning

Year

2018

Material Type

Textbook

Author

Adams, Katherine & Galanes, Gloria

Title

Communicating in Groups

Edition/Version

11th

Publisher

McGraw-Hill

Year

2020

Material Type

Textbook

Author

BeeBee, S.A. and Masterson, J.T.

Title

Communicating in Small Groups: Principles and Practices

Edition/Version

12th

Publisher

Allyn and Bacon

Year

2019

Proposed General Education/Transfer Agreement

Do you wish to propose this course for a Local General Education Area?

No

Do you wish to propose this course for a CSU General Education Area?

No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?

No

Course Codes (Admin Only)

ASSIST Update

No

CB00 State ID

CCC000526537

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No