Department of Foreign Languages  
Approved Minutes Respectfully Taken by Lízbet Sánchez  
Wednesday, May 13th @2:30pm  

Present: Andrew Chang, Kurt Kemp, Lízbet Sánchez, Luisa Howell,  
Manuel Castillejos, Mihoko Luther, Serena Ott  
Absent: Aaron Salinger  

1 Approval of Minutes for April – Moved by Manuel, seconded by Yuki  

2 Reports  
A Faculty Association and Academic Senate – given by Luisa Howell  
B Educational Master Plan – interesting and diverse workshops; we can organize workshops for students who will be taking the language placement exam.  
C Placement Test – Luisa and Aaron met with Jim O’Campo  
   Working with NHLRC – Skype meeting pending for Monday, 5/18/2015  
   Credit by Exam – a Wednesday teleconference will be scheduled with AVANT  
D Certificate in Court Interpreting – Luisa will provide update to President Scroggins upon receiving Brian’s feedback  
E Summer Chair Reminder – Andrew will be the chair  
F Parking Lot Delayed – delayed but according to Mt.SAC it will happen  

3 Chair Nomination: Nominated by Lizbet, seconded by Manuel; vote by email or in person – Kim  
Votes taken after 5/27.  

4 Department Grading Scale – Need to use the department grading scale  

5 Winter/Summer Hiring protocol – a rotation will be established; options as follow  
A Seniority each session  
B Rotation per session as long as you accept it you stay at the position, once you teach you go to the bottom – whenever possible ensuring 3-4 classes per year (this was the choice voted upon)  
C If you refuse the class you go to the bottom of the list  

6 Liberal Arts Degree: Moved by Lizbet, seconded by Andrew  
A Step one will be working with Web CMS  

7 Hiring Committee: French, German, Italian, Japanese, and Spanish  
Serena, Luisa?, Soléne, Kurt, Manuel, Yuki, Liz?, Mihoko  

8 Clarifications about evaluation: Luisa and Solene made clarifications  

9 Department Updates:  
A World Department Update – list provided to Jim, approved by VP  
B Classroom Observations:  
   Miriam Boada – Spanish 1 MW 7:30am 66-248 (Lízbet)  
   Iris Louis- Spanish 1 MW 2:15-4:20pm 40-123 (Lízbet)  
   Natalia Lyon – Spanish 3 Manuel  
   Natalia Lyon – Spanish 11 Luisa
Haydee – Luisa

C SLO; PIE update
D ADT degree in Spanish and class size change request – Sp. 11
E Update Honors

10 Reports: Humanities Division

A New protocol for minutes explained
B ePie – the entire department will be working on this
C Department minutes available on website
D Department printer – one per department; funds available used for material for the entire Department