Present: Manuel Castillejos, Chih-ping Chang, Solène Halabi, Luisa Howell, Kurt Kemp, Yuki McPhail, Serena Ott, Aaron Salinger, Lizbet Sánchez, Esther Vogel

Item 1 (Not on Agenda) Approval of minutes from last meetings:
(June 5, 2013)
Moved by: Lízbet, Seconded by: Yuki
Approved: Unanimously with minor changes.

(Flex Day-August 23rd, 2013)
Moved by: Serena, Seconded by: Yuki
Approved: Unanimously with minor changes.

Item 1 (On Agenda) Protocol on Incompletes and Waivers

A. We must grant Incompletes when requested by the student, following the College’s A.P.
B. We must change our syllabi to reflect this.
C. Waivers may only be signed by instructors of the particular language.

Item 2 Committees: The faculty members present were asked to volunteer to participate in semester long and yearlong committees.

Semester:
A. Curriculum Honors: Luisa Howell, Kurt Kemp, and Serena Ott
B. Curriculum Hybrid: Luisa Howell, Verónica Álvarez, Manuel Castillejos, and Chih-ping Chang

Yearlong:
A. Student Learning Outcomes: Solène Halabi, Serena Ott, and Manuel Castillejos
B. Hospitality: Yuki McPhail and Manuel Castillejos
C. Bulletin Board: Serena Ott, Yuki McPhail, and Esther Vogel
D. Placement Test: Lízbet Sánchez, Aaron Salinger, and Seema Atalla
E. Curriculum Spanish 10: Lízbet Sánchez and Aaron Salinger
Item 3  
**FLD** should be notified of any special training or in-service training required.

Item 4  
Pass a list of all the classes if they need anything.

Item 5  
Department Meeting Training Topics

Item 6  
A new protocol will be initiated, regarding the drafting and circulating of the minutes. The rough of the minutes must be sent to the Co-Chairs within one week of the meeting. The Co-Chairs will then send the minutes to all faculty.

Item 7  
Change the name of Department from **Foreign Languages Department** to **World Languages Department**. This change was presented and discussed.

Moved by: Lizbet,  Seconded by: Kurt, Approved: Unanimously

Item 8  
It was announced that the petition to request a full-time professor of Spanish would be filled before the end of **September**.

Item 9  
In the yearly **Supplemental Hours** that we are required to fill-out, it is no longer necessary to state the hours of service.

Item 10  
There has been a 2.57% COLA

Item 11  
Part-time faculty with rehire rights have bumping rights on second class.

Item 12  
**New protocol for absences**: You must notify the Division of your absence, not just your students.

Item 13  
Report on Faculty Association and Academic Senate  CCA Fall Conference in October. Update on Technology Bldg. by Luisa

Item 14  
PLEASE DO NOT HESITATE TO COME TO US FOR ANY ISSUE , COMMENTS, QUESTIONS…

Adjournment: Moved by: Lizbet, Seconded by: Kurt: Approved: Unanimously

Meeting adjourned at 3:45 p.m.

Respectfully: Manuel Castillejos