Mt. San Antonio College
Foreign Languages Department
Department Meeting

Minutes of Wednesday, October 9, 2013, 2:30 to 5 p.m.

Present: Prof. M. Castillejos, Prof. Y. McPhail, Dr. C.P. Chang, Prof. K. Kemp, Prof. L. Howell, Prof. S. A. Halabi, Prof. L. Sánchez, Prof. A. Salinger, Prof. S. Ott, Prof. E. Vogel and Prof. P. Petry.

1. Approval of Minutes for the September meeting
2. From the Division Meeting: a. Change of computers in 26, b. Task Force: Enrichment activities for Honors Stack classes and c. Referring students to Tutorial Services, d. Close captioning and e. October 10th, 3-4pm Senator Norma Torres in Federson Recital Hall
3. Reports: Faculty Association and Academic Senate (The department voted to stay the same for the dental insurance)
5. Global Opportunities – Ways to participate in Study Abroad (The Department approved that Chinese, Italian and Spanish programs should establish equivalencies.)
6. Andrade’s full-time position replacement: The Department decided to continue the effort until we get the position back.
7. Adjunct evaluations: See attachment.
8. Department protocol for assigning classes to Adjuncts – (After review and discussion, the Department decided to keep the protocol.)
9. Committee reports:
   a. Honors: will meet on 21, October about details
   b. Placement test: waiting for Jim O’Campos to respond
   c. Hybrid classes: to work on it next semester
   d. Curriculum Spanish 10: on hold and wait for the money
   e. Hospitality: every full time faculty donated $20
   f. Bulletin Board: discussed items to put there
   g. Hiring committees: Spanish (see the Committee for Hiring Spanish & German list for details)
    a. Reminder & informing students of new protocol
    b. Include information in future syllabus
    c. Request to send CC to chairs.
    d. It would be appreciated if you cc the chairs as well, so we can give the right info to the students.
11. Class size: further research needed.
12. Going from Department of Foreign Languages to Department of World Languages:
13. LLC building: The Department decided to continue to push for more classrooms for our Department
14. Suggestion box: It is located by the mailbox.
15. Other announcements
   a. Next meeting – Wednesday, November 13th, 2:30 p.m.
   b. Minute taker - Kurt Kemp
   c. Guest speaker – Daniel Smith, Academic Senate Vice President

 Recorder: C.P. Chang, Ph.D.
<table>
<thead>
<tr>
<th>Faculty to be evaluated (# of classes to be eval)</th>
<th>Class #1</th>
<th>Class #2</th>
<th>Evaluator &amp; Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veronica Álvarez (2)</td>
<td>Spanish 2 MW 4:30 p.m. 66-267</td>
<td>Spanish 1 TTh 6:45 p.m. 66-267</td>
<td>Luisa Howell Spanish 2 MW 4:30</td>
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<tr>
<td>Marie Anglin (2)</td>
<td>French 1 TTh 7:30 a.m. 28B-203</td>
<td>French 2 TTh 9:45 a.m. 28B-203</td>
<td>Solene Halabi French 1 TTh 7:30</td>
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<tr>
<td>*Pablo Baler (1)</td>
<td>Spanish 1 TTh 12 p.m. 66-205</td>
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<td>Kurt Kemp Spanish 1</td>
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<tr>
<td>*Petra Petry (2)</td>
<td>Italian 1 MW 4:30 p.m. 26B-3551</td>
<td>Italian 2 MW 6:45 p.m. 26B-3551</td>
<td>Manuel Castillejos Italian 1 MW 4:30</td>
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<tr>
<td>Antonio Fuentes (2)</td>
<td>Spanish 1 TTh 3:15 p.m. 26B-3561</td>
<td>Span 11 TTh 12 p.m. 28B-204</td>
<td>Luisa Howell Spanish 1 TTh 3:15</td>
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<tr>
<td>Victor García (2)</td>
<td>Spanish 1 TTh 9:45 a.m. 21G-2</td>
<td>Spanish 11 TTh 12 p.m. 21G-2</td>
<td>Lizbeth Sánchez Spanish 11 TTh</td>
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<tr>
<td>Melanie Liu (2)</td>
<td>Chinese 1 TTh 4:30 p.m. 66-269</td>
<td>Chinese 2 TTh 6:45 p.m. 66-269</td>
<td>Luisa J. Howell Chinese 1</td>
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<tr>
<td>Luisa Spanu (1)</td>
<td>Italian 1 MW 8:30 a.m. 28B-201</td>
<td>Italian 1 MW 10:45 a.m. 28B-201</td>
<td>Yuki McPhail Italian 1 MW 8:30</td>
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<td>Rae-Shae Chen (1)</td>
<td>Chinese 1 MW 6:45 p.m. 66-269</td>
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*Adjuncts without “Rehire-Rights.” Luisa will administer student evaluations. Luisa & Solene are also evaluating Serena and anticipate evaluating Aaron.