**Professors present:** Manuel Castillejos, Andrew Chang, Solène Halabi, Kurt Kemp, Yuki McPhail Lizbet Sánchez, Luisa Howell, Serena Ott, Aaron Salinger and Petra Petry

1. November 2013 minutes – Approved (moved by Manuel, seconded by Aaron)
2. Curriculum
   a. Equivalency for French
      i. Repurposed and Reapproved (moved by Yuki, seconded by Manuel)
   b. Arabic
      i. Moved to next meeting
3. Linking classes with different departments – Approved by division - possibilities are:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Class to be linked</th>
<th>Class, subject or faculty to be linked to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solene Halabi</td>
<td>A French class</td>
<td>English – Debra Farve</td>
</tr>
<tr>
<td>Luisa Howell</td>
<td>Span 11 or Span 1</td>
<td>English – Gary Enke</td>
</tr>
<tr>
<td>Luisa or someone else</td>
<td>Spanish 1 or 2</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Yuki McPhail</td>
<td>A Japanese class</td>
<td>Asian History class</td>
</tr>
<tr>
<td>Serena Ott</td>
<td>An Italian or Cinema Class</td>
<td>Western Civilization class</td>
</tr>
<tr>
<td>Aaron Salinger</td>
<td>Spanish 11</td>
<td>An adjunct History faculty</td>
</tr>
<tr>
<td>Lizbeth Sanchez</td>
<td>Spanish 11</td>
<td>Mexican American Hist - Tellez</td>
</tr>
</tbody>
</table>

4. File Cabinet: material to be shared –
   a. One for each class and possible web repository
5. Work study
   a. Co-Chairs are in process of trying to get a helper
6. Luisa will be Chair for Winter 2014
7. Part-time workshop: feedback
   a. Well received
   b. Really nice
   c. Even long time adjunct professors learned new things
   d. Proposed to have next workshop on a Saturday so more adjunct professors can attend which is the reason for the next flex day to be on Saturday February 22nd
8. Next Flex Day: Saturday February 22nd, 10 am – 1pm
9. Hiring: Spanish & German: January 10th
10. Reports: Faculty Association – Luisa - Academic Calendars for 2015-16
    a. Option B was selected
       i. Winter intersession starts with no time allowed for Classified to get ready or to help students that have a hard time scheduling
       ii. Two weeks between Winter Intersession and Spring between semesters
       iii. One week between Spring semester and Summer intersession
11. Next meeting – Flex Day, Saturday February 22nd, 10 am – 1pm

Minutes taken by Yuki McPhail