

1. Assessment Plan - Four Column



PIE - Humanities & Social Sciences: World Language Unit

Narrative Reporting Year

2017-18

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Program Planning Dialog: The World Language Department has discussed the implementation of the AA degree as well as its relation to the AA-T degree in Spanish.

The World Language Department has reflected on the effectiveness of the placement exam pilot results. It has also actively pursued the removal of Spanish 2 as a prerequisite for the heritage classes.

The World Language Department has discussed the viability of language CTE certificates and has performed related market research.

The World Language Department has discussed the creation of contextualized language courses for certain student population segments (such as Emergency Responders and Teachers).

External Conditions, Trends, or Impacts: 1. Enrollment: Enrollment at the department level generally mirrors the division and college level trends.

The fall semester has seen a 10% increase since fall 2013. The spring semester has seen a slight decrease in line with overall division levels. Enrollment has consistently grown over the summer semesters from 174 students in 2013 to 294 students in 2017. Enrollment has grown in the winter semester as well. Only 342 were enrolled on census date in winter 2013. 386 students completed language courses in winter 2017. This academic year has also seen a rise in number of students who drop their classes which has resulted in a decline of overall completion rates. This is presumably due to a healthier job market.

2. Growing demands: There has been strong interest and demand for upper level language classes. A petition for the reinstatement of Japanese 5 was submitted as well as requests for the creation of Arabic 3 and German 4 and for the regular offering of Italian 3. Technical applications of the language have also been of interest, particularly to the medical field. Four year institutions such as CalPoly and Chapman University have expressed interest in creating a bridge between lower division and upper division language programs (French and Italian in particular).

3. Underprepared students: The World Language Department continues to modify its approach to better accommodate underprepared students. The department voted not to implement an English language prerequisite but faculty often struggle trying to compensate for the lack of linguistic notions and awareness.

Internal Conditions, Trends, or Impacts : 1. Last minute classroom unavailability. This aspect has disproportionately impacted the functioning of our department. We have been forced to cancel classes at popular times and reschedule them at less popular times. This usually occurs last minute and has led to a number of class cancellations because of low last minute enrollment and faculty's unavailability to switch schedules so close to the beginning of the semester. We have been forced to resort to third contracts and less than ideal last minute candidates to cover classes, some of which end up being cancelled after all. This has a detrimental effect on schedule organization, faculty morale, and student perception of our department.

2. Staffing: We were granted a much needed new full-time professor in Japanese. However, considering our full-time/part-time ratio (approximately 1:6) the department still relies in extraordinary measure on adjunct participation and volunteer work. Two languages have no full-time professor, which means that SLOs and curriculum development necessarily fall into adjunct hands.

3. Physical location: The department operates in three distinct buildings located at opposite ends of campus (Bldg. 66, Bldg. 26, and Bldg. 6). Use of the language lab is seriously hindered by the fact that it is so far removed from most of our classrooms. Similarly, few students take advantage of office hours since our offices are in a “foreign” location, again far removed from the classroom. Finally, the fact that faculty (particularly adjunct faculty) have very limited access to resources near their classrooms creates an inefficient and at times inhospitable work environment.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: Creation of AA Degree in World Languages and Global Studies

Creation of contextualized Spanish 1 course for First Responders

Michelle Newhart's presentation on Canvas at faculty workshop

Implementation of Adjunct Mentor position

Adoption of new German textbook

Involvement in Academic Senate

Participation at AACTFL

Participation at CCC at Santiago College

Notable Achievements for Theme B: To Support Student Access and Success: Participation at Pathways Summit

Dialog with counselor liaison Jeremy Hart

Creation of contextualized Spanish 1 course for First Responders

Presentation of Gender and Ethnic Studies Degree at Dept meeting

Implementation of Spanish placement test

Removal of prerequisite for Spanish heritage classes

Inquiry into Arabic tutor

Hiring of student worker

Students of Distinction committee

Disbursal of French, Spanish, Chinese, Italian, and Japanese scholarships

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: New full-time hire in Japanese

New adjunct professors in Arabic, Spanish, Italian

New student hire in French through the faculty mentor program

New department printer

Student worker

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Student club initiatives (French Club, Japanese Culture Club, Spanish Club,

Mecha Club, Chinese Christian Club, Italian Club)

Participation at Mt.SAC's 70th anniversary festival

Involvement in Academic Senate and Faculty Association

Participation in Putting on the Hits

Director of Student Life (Andrea Sims) presentation at department meeting

Mt.SAC Sheriff (Robert Wren) presentation at department meeting

Contributors to the Report: Serena Ott

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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<p>Academic improvement - Pilot placement exam for all languages first for Spanish, thereafter all other languages</p> <p>Continue work with NHLRC (develop placement exams for Heritage learners and develop curriculum as needed) Beginning of implementation of placement exam</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Spanish placement exam pilot</p> <p>One-Time Funding Requested (if applicable): 11000</p> <hr/> <p>In Progress - Placement exam for all languages</p> <p>One-Time Funding Requested (if applicable): 11000</p>	
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<p>Developing curriculum - Continue developing liberal arts program (AA degree) for all languages with four levels of classes.</p> <p>Developing classes for AA degree: culture through civilization, literature, conversation, linguistics, culture through cinema, literature</p> <p>Complete AA-T degree in Spanish by 2015-2016 academic year,</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17</p> <p>Date Goal Entered (Optional): 09/01/2016</p>		
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<p>Academic improvement 2 - Apply for class size reduction in levels 1 and 2 of all languages after Spanish (Level 1 and 2) get approval</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17</p> <p>Date Goal Entered (Optional): 09/01/2016</p>		
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<p>Academic improvement 3 - Follow through with the possibility of developing honors courses and hybrid</p>		
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courses
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional):
 09/01/2016

18-19 Academic growth - Investigate and look into the possible demand for the following languages: Urdu, Russian, Vietnamese, and Korean. And Tagalog and Hindi.
Status: Active
Goal Year(s): 2017-18, 2018-19
Date Goal Entered (Optional):
 09/01/2016

Developing curriculum 2 - Develop Spanish 10, which will be a pre-requisite to Spanish 11
Status: Active
Goal Year(s): 2016-17, 2017-18
Date Goal Entered (Optional):
 09/01/2016

Support for faculty - Pursue the possibility of consolidating offices and classrooms in one centralized location. Provide high quality support to adjunct professors, both in terms of work space and supplies.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional):
 09/01/2016

In Progress - Create a centralized WL location for students and faculty alike.
Describe Plans & Activities
Supported: Adequate office space and adjacent classrooms for faculty. Use Bldg 66, 77, and 26B (third floor) as central areas for language teaching.
 Maintain a high quality work space for adjunct faculty with computers and printer.
 Budget for six ink cartridges for the printer (In Spring 2018 we went through one - they are \$115 each).
Lead: Serena Ott
Type of Request: Facilities , Non-

Unit Goals

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Where We Make an Impact: Closing the Loop on Goals and Plans

Instructional Supplies
Planning Unit Priority: High

Academic improvement 4 - Review course outlines of records and syllabi of all courses to ensure consistency
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional): 09/01/2016

16-17 18-19 CTE certificates - Continuing development Spanish Court Interpreting Certificate and other CTE certificates
Status: Active
Goal Year(s): 2016-17, 2018-19
Date Goal Entered (Optional): 09/01/2016

Unknown - Unknown
Status: Active

In Progress - Department printers
One-Time Funding Requested (if applicable): 12600
In Progress - Department computers
In Progress - Hire full-time Japanese faculty
In Progress - Hire full-time Spanish faculty
Type of Request: Human Resources

Academic Development - Create and promote solid WL degree paths in line with MtSAC's Pathways program.
Status: Active
Goal Year(s): 2017-18
Date Goal Entered (Optional): 07/18/2017

In Progress - Meet with counselors to develop realistic WL academic paths for students.
Describe Plans & Activities
Supported: Additional WL professor (preferably Spanish)
Lead: Serena Ott
Type of Request: Human Resources
Planning Unit Priority: High

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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<p>Academic Development 2 - Create higher level language classes in German and Arabic. Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 07/18/2017</p>	<p>In Progress - Develop curriculum for German 4 and Arabic 3 & 4. Describe Plans & Activities Supported: FT German and/or Arabic professor OR funding to compensate adjunct curriculum development. Lead: Serena Ott One-Time Funding Requested (if applicable): 3000 Type of Request: Human Resources Planning Unit Priority: High</p>	
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<p>Academic Development 3 - Continue piloting contextualized language classes. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 07/18/2017</p>	<p>In Progress - Work with other departments and divisions to create professionally targeted language classes. Describe Plans & Activities Supported: Compensation for adjunct professors (particularly German and Arabic) willing to develop and pilot these courses. Lead: Serena Ott One-Time Funding Requested (if applicable): 3000 Type of Request: Research Planning Unit Priority: High</p>	
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<p>Academic development 4 - Develop an introductory linguistics course Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 07/18/2017</p>	<p>In Progress - Develop an introductory linguistics course in cooperation with the English and Anthropology departments. Lead: Serena Ott Planning Unit Priority: High</p>	
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<p>Academic Development 5 - Develop courses in high-demand languages such as Korean and Vietnamese. Status: Active Goal Year(s): 2018-19</p>	<p>In Progress - Develop courses in high demand languages such as Vietnamese and Korean. Describe Plans & Activities Supported: Funding for adjunct</p>	
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<p>Date Goal Entered (Optional): 07/18/2017</p>	<p>professors (no FT professors are qualified for this type of curriculum development) Lead: Serena Ott One-Time Funding Requested (if applicable): 3000 Type of Request: Human Resources Planning Unit Priority: Medium</p>	
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<p>Academic Development 6 - Develop Arabic for Heritage Speakers. Status: Active Goal Year(s): 2019-20 Date Goal Entered (Optional): 07/18/2017</p>	<p>In Progress - Develop Arabic for Heritage Speakers. Describe Plans & Activities Supported: Funding for adjunct professor (no FT professor is qualified to complete this type of curriculum development) Lead: Serena Ott One-Time Funding Requested (if applicable): 3000 Planning Unit Priority: High</p>	
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<p>Academic Development 7 - Create a hybrid Arabic culture/civilization course. Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 07/18/2017</p>	<p>In Progress - Create an Arabic culture/civilization class. This will serve as a pilot for future hybrid development. Describe Plans & Activities Supported: Funding for adjunct (no FT professor is qualified for this type of curriculum development) Lead: Serena Ott One-Time Funding Requested (if applicable): 1500 Type of Request: Human Resources Planning Unit Priority: High</p>	
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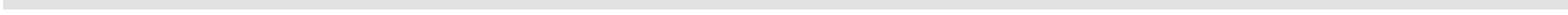
<p>18-19 Encourage Innovative Teaching - Encourage and support innovative pedagogical practices Status: Active Goal Year(s): 2018-19</p>	<p>Full Funding Requested - Funds to ensure reimbursement for conference travel. This should extend to adjunct professors. On-Going Funding Requested (if applicable):</p>	
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<p>Date Goal Entered (Optional): 06/12/2018</p>	<p>applicable): 30000 Type of Request: Professional Development Planning Unit Priority: High</p>	
<p>18-19 Publicity and outreach - Increase department visibility on campus and in the community Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 06/12/2018</p>	<p>Full Funding Requested - Printing for color flyers, posters, and brochures (\$200); banners (\$100); sponsor a language outreach event (\$giveaways); host conferences (\$food); subscription to VideoScribe (Whiteboard Animation Software) to create promotional material for digital signage as well as the webpage. A one-year subscription is \$144. Lead: Serena Ott One-Time Funding Requested (if applicable): 1500 On-Going Funding Requested (if applicable): 144 Type of Request: Marketing, Non-Instructional Supplies Planning Unit Priority: High</p>	
<p>18-19 Connect with other language departments - Connect with other language departments to share ideas and resources Goal Year(s): 2018-19</p>	<p>Full Funding Requested - Membership in the Association of Departments of Foreign Languages (ADFL). \$155 per year. Lead: Serena Ott On-Going Funding Requested (if applicable): 155 Type of Request: Professional Development, Research Support Planning Unit Priority: High</p>	
<p>18-19 Integrate Spanish for Heritage Speakers at a state-wide level - To develop a coherent and complete Spanish for Heritage Speakers track</p>	<p>Full Funding Requested - Travel reimbursement to attend related conferences; research assistance to identify linguistic background of</p>	

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<p>that integrates at a state-wide level Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 06/12/2018</p>	<p>MtSAC students Type of Request: Professional Development, Research Support Planning Unit Priority: High</p>	
<p>18-19 Support development of online/hybrid classes - Create effective online/hybrid language classes Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 06/12/2018</p>	<p>Full Funding Requested - Travel and conference for workshops on Online Teaching practices; licenses for related software Lead: Serena Ott Type of Request: Lottery, Professional Development Planning Unit Priority: High</p>	
<p>18-19 Diversify course offerings - Bring in experts in the field to develop language classes that can benefit certain professions. Status: Active Goal Year(s): 2018-19</p>	<p>Full Funding Requested - Stipends for faculty developing courses that full-time faculty do not have the expertise to develop. Describe Plans & Activities Supported: For example: Create Spanish for the Medical Profession. Create Spanish for School Administrators. Create Spanish for the Legal Profession. Type of Request: Staffing, Professional Development, Research Support Planning Unit Priority: High</p>	
<p>18-19 Improve classroom utilization - Make the classrooms more functional. Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 06/12/2018</p>	<p>Full Funding Requested - 1) Add casters to the student chairs in Bldg 77 2) Add pencil sharpeners in each classroom in Bldg 77 3) Add a computer and printer in the Language Department storage room in 77 (+budget for toner) 4) Add furniture in storage room in 77</p>	

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5) Add small cabinet in classrooms in 77
 6) Add scantron machine in 26A workroom
 7) Add sanitizer in classrooms in 77
 8) Repair screen in 26B - 3561
 9) Repair projector in 66-248
Lead: Serena Ott
Type of Request: Facilities , Instructional Equipment, Lottery, Non-Instructional Equipment, Non-Instructional Supplies
Planning Unit Priority: High



Enhanced Student Support, Access and Success - Enhanced Student Support, Access and Success
Goal Year(s): 2018-19

Full Funding Requested - LLC Software & Technology Support for Student Success
Describe Plans & Activities
Supported: LLC software-support workshops, class orientations, and individual coaching will successfully impact students using LLC software for class assignments. These tools will assist students to integrate online software into their language acquisition goals for World Languages. Workshops and coaching support Azar Software (\$5,100 annually), VoiceThread (\$1000 annually), and GoReact (\$43,000 annually)
Lead: Peggy Marcy, Serena Ott
One-Time Funding Requested (if applicable): 50000
Type of Request: Lottery
Planning Unit Priority: High



Enhanced Student Support, Access and Success 2 - Enhanced Student Support, Access and Success 2

LLC Passport Rewards Resources
Describe Plans & Activities
Supported: LC continues to add

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Goal Year(s): 2018-19</p>	<p>projects to the umbrella Passport Rewards program to enhance academic success. Rosetta Stone and Rosetta Stone Advantage (\$35,000 annually) increases access to on- and off-campus resources.</p> <p>Lead: Peggy Marcy, Serena Ott</p> <p>One-Time Funding Requested (if applicable): 35000</p> <p>Type of Request: Lottery</p> <p>Planning Unit Priority: Medium</p>	
<p>LLC Staffing - LLC Staffing</p> <p>Goal Year(s): 2018-19</p>	<p>LLC Permanent Part-Time Coordinator Project Program Humanities Languages Specialist</p> <p>Describe Plans & Activities</p> <p>Supported: This position will support World Languages in the Language Learning Center. A part-time coordinator project program will provide guidance to LLC staff and faculty and will liaison with Humanities faculty, staff, and management. Additionally, this person will provide input into future LLC projects and purchases.</p> <p>On-Going Funding Requested (if applicable): 26500</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: Medium</p>	
<p>LLC Staffing 2 - LLC Staffing 2</p> <p>Goal Year(s): 2018-19</p>	<p>LLC Faculty Tutor for Spanish for Spanish Speakers Self-Directed Learning Activities (SDLA)</p> <p>Describe Plans & Activities</p> <p>Supported: LLC will hire a Faculty Tutor at NTFA rate to create workforce focused Self-Directed Learning Activities for Spanish for Spanish Speakers and provide</p>	

Unit Goals

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student assistance.

Lead: Peggy Marcy, Serena Ott

On-Going Funding Requested (if applicable): 10000

Type of Request: Staffing

Planning Unit Priority: High