

**Department of Foreign Languages**  
**WEDNESDAY, April 9<sup>th</sup> @ 2:30pm**

**Minutes**

Present -Prof. Petri, Prof. Castillejos, Prof. McPhail, Prof. Sánchez, Prof. Halabi, Prof. Chang, Prof. Sálinger, Prof. Howell, Prof. Ott

**Item 1**-William Lambert, J.D. from Development office came to explain the new procedures for the streamlined process for Scholarships. Eligibility and Selection Criteria will be the same from year to year. Changes are fine, but if donors don't suggest changes, criteria will stay the same.

César Chávez, McPhail Japanese Scholarship, Ninemen (endowed)

Vigano-Halabi French Scholarship, Marano-Ott Italian Scholarship

New process will begin in July.

Importance of blind selection committee discussed

**Item 2**-Approval of minutes: March

Moved by Castillejos, seconded by Sánchez.

Approved unanimously

**Item 3**-Curriculum:

- a. Equivalencies for Spanish and Chinese: follow-up  
No equivalencies needed for Spanish  
Prof. Chang will continue to work on Chinese equivalencies.
- b. Linking classes: Lisa Rodriguez; priority courses  
Jim Jenkins said that we can have a soft link. Students may sign up for both courses but no projects will be shared between both courses.  
We will link a few classes in order to see the effects on our courses.

**Item 4**-Growth: no more cutting

Adding according to numbers

5% growth, but our department hasn't received new classes.

**Item 5**-Process: Seniority and Rotation

**Minutes taken by Prof. Salinger**

We had previously established adjunct rotation. We don't have more classes, but adjuncts are now getting new classes at other schools. Do we return to system of seniority? or continue rotation? What best serves the adjuncts? Let's keep the rotation for one more semester.

**Item 6-**Wait lists : 20 students instead of 10 for levels 1 and 2

**Item 7-**Workshop: May 2<sup>nd</sup> 9am to 12pm in the Smart Lab: proposals

List of proposals and presenters is being created.

**Item 8-**Students' evaluations: new process

Adjunct faculty summary H8: Dept Chair signs, then Dean signs, then the evaluated professor signs.

**Item 9-**Pre-requisite for foreign languages – reconsideration?

Linking courses with English will serve as a pilot. Proposal for Cinema will be submitted.

**Item 10-**Up-to-date for classrooms observations and students' evaluations.

Classroom observations for this semester: Enriqueta Leyva, Dalia Cisneros, Maria de Benedetto, Martha Blake, and Antonio Fuentes.

**Item 11-**Hiring: New faculty for German: Marc Ross

Japanese update: Committee is formed for Japanese adjunct. Three candidates. Interviews are 23<sup>rd</sup> and 28<sup>th</sup>. 2:30 – 4:30

**Item 12-**Reports: Faculty Association & Academic Senate handout

**Item 13-**Next meeting: Wednesday, May 7<sup>th</sup>

**Minutes taken by Prof. Salinger**