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:

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

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 fled 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