

**Mount San Antonio College
Foreign Languages Department
Preliminary Minutes**

Wednesday, June 4th, 2014

Called to order 2:30 p.m.

Present: Miriam Boada, Manuel Castillejos, Rae-Shae Chen, Solene Halabi, Luisa Howell, Kurt Kemp, Yuki McPhail, Serena Ott, Petra Petry, Aaron Salinger, Lizbet Sanchez

Topic	Discussion	Decision
1. Approval of May 14 minutes		Minutes approved as read
2. Division Meeting	Will be held on June 12. Pertinent information will be provided if necessary	
3. Requests	Each individual full-time faculty will take care of supplies for adjuncts under that language. Spanish faculty should send provide their requests to Luisa	
4. Rotation & Seniority	Discussion ensued regarding whether or not to change the rotation established when the economic downturn took place to help guarantee all adjuncts the same minimum number classes per year. Since the economy had picked up, some faculty felt that the Department should go back to a semester rotation based on seniority	Faculty agreed by majority of vote to return to semester rotation on the basis of seniority. The seniority would be also applicable to winter and fall intersessions equally –not independently.
5. Department Goals	Pending goals from academic year 2013-2014 were listed. Faculty was asked what they wanted to see more or less of next year. .	The following goals were identified: ❖ Class size reduction ❖ Hybrid classes ❖ Honors classes ❖ Workshop in October – Evaluation Process + ??
6. Student complaints	There were 3 student complaints. Students did not follow up on their complaints, faculty was not notified. No additional action was required.	
7. Summer chair	The result of the nominations for summer chair were announced. Maniel Castillejos will serve as chair for the summer intersession 2014.	
8. Chairs for 2014-2015 Academic Year		Solene and Luisa were voted in to remain as chairs for the next academic year.
9. Renee's Replacement- Request to fill	Luisa provided a copy of the Replacement request and asked for feedback, suggestions to help her improve the existing information.	It was suggested that instead of starting with the narrative, there be bullets summarizing major points that would then be broken down in detail.
10. Curriculum Equivalency	Solene provided an update. Spanish decided not to establish an equivalency as there is no scarcity of Spanish faculty who do not meet the established qualifications.	Italian would use the same equivalency as French. Chih-Ping stated that he would provide the Chinese equivalency in the fall (2014).
11. Classroom observations	All classroom visitations have been carried out.	
12. Academic Senate and Faculty Association	Department has no representative and no senator. No report available.	

Next Department Meeting Friday, August 22

Meeting adjourned at 4:20 p.m.

Note taker: Luisa J. Howell.