

Department of Foreign Languages
Approved Minutes Respectfully Taken by Lízbet Sánchez
Wednesday, May 13th @2:30pm

Present: Andrew Chang, Kurt Kemp, Lízbet Sánchez, Luisa Howell,
Manuel Castillejos, Mihoko Luther, Serena Ott
Absent: Aaron Salinger

1 Approval of Minutes for April – Moved by Manuel, seconded by Yuki

2 Reports

A Faculty Association and Academic Senate – given by Luisa Howell

B Educational Master Plan – interesting and diverse workshops; we can organize workshops for students who will be taking the language placement exam.

C Placement Test – Luisa and Aaron met with Jim O'Campo

Working with NHLRC – Skype meeting pending for Monday, 5/18/2015

Credit by Exam – a Wednesday teleconference will be scheduled with AVANT

D Certificate in Court Interpreting – Luisa will provide update to President Scroggins upon receiving Brian's feedback

E Summer Chair Reminder – Andrew will be the chair

F Parking Lot Delayed – delayed but according to Mt.SAC it will happen

3 Chair Nomination: Nominated by Lízbet, seconded by Manuel; vote by email or in person – Kim
Votes taken after 5/27.

4 Department Grading Scale – Need to use the department grading scale

5 Winter/Summer Hiring protocol – a rotation will be established; options as follow

A Seniority each session

B Rotation per session as long as you accept it you stay at the position, once you teach you go to the bottom – whenever possible ensuring 3-4 classes per year (this was the choice voted upon)

C If you refuse the class you go to the bottom of the list

6 Liberal Arts Degree: Moved by Lízbet , seconded by Andrew

A Step one will be working with Web CMS

7 Hiring Committee: French, German, Italian, Japanese, and Spanish

Serena, Luisa?, Soléne, Kurt, Manuel, Yuki, Liz?, Mihoko

8 Clarifications about evaluation: Luisa and Solene made clarifications

9 Department Updates:

A World Department Update – list provided to Jim, approved by VP

B Classroom Observations:

Miriam Boada – Spanish 1 MW 7:30am 66-248 (Lízbet)

Iris Louis- Spanish 1 MW 2:15-4:20pm 40-123 (Lízbet)

Natalia Lyon – Spanish 3 Manuel

Natalia Lyon – Spanish 11 Luisa

Haydee – Luisa

C SLO; PIE update

D ADT degree in Spanish and class size change request – Sp. 11

E Update Honors

10 Reports: Humanities Division

A New protocol for minutes explained

B ePie – the entire department will be workin on this

C Department minutes available on website

D Department printer – one per department; funds available used for material for the entire Department