

Approved minutes

Foreign Language Dept. Minutes: Wednesday, Nov. 13, 2013

Present: Aaron, Andrew, Kurt, Lízbet, Luisa, , Manuel, Serena, Solène, Petra, Yuki

Daniel Smith, Academic Senate Vice President talked to us about the importance of having a representative to the A.S. Some of the advantages would be to be able to 1) advocate for a replacement for Renée Andrade, 2) advocate for an exception to the rule that says that all the videos we show in class must have captions, 3) advocate for having pluses and minuses in the official grades, 4) the level of the languages that we can teach and consider to still be undergraduate level, 5) .

--Luisa reminded us that we need to remind our students that they need to check their Mt. SAC email since the division will no longer post notices on the doors, it's up to the instructor to email the students in the event of an absence.

--Existing equivalencies need to be reviewed and submitted; they are good for 4 years.

--SLO: Everyone should be in column 5 by the end of the year

--School's growth for Spring is 1.67%

--Title 5: Linking classes to further student success

Academic Senate: Luisa will email the AS report.

Honors: Luisa made an appt. with Jeanne-Marie, but it was cancelled. Luisa may work on it during the winter.

Placement Test: Solene will talk to Jim Ocampo.

Curriculum Spanish 10: No news

Hospitality: Lízbet still needs to give the money to Yuki

SLOs: When you finish one SLO, you move on to another. Solene gave us a handout that showed how far each of the languages have progressed in documenting their SLO work in TracDat. She will be emailing us with a form to fill out for each of the levels of our language classes. Culture and Reading need to have their own SLOs .

Class Size Rationale: Cal States actually have larger class size than us, so we need to continue to see what UC and other CCs do.

Equivalencies: we need to renew them and start them for Spanish.

Visit to Counselors: Luisa will visit the Counseling Dept. and talk to them about why they are recommending that our heritage students take Sp 1, among other issues.

Evaluations: a) Conducting Class Visitations, b) Updating & Confirmation, c) Completion of Assignments.

LLC Bldg.: We need to talk to Jim, then go up to the Dean of Instruction.

Hiring Protocol & Interview Dates: Jan. 10 we will have the interviews for the part-time pool in Spanish and German.

Change in school wide protocol: email communication is higher priority than mailbox type.

Interview dates: Spanish and German (Friday, Dec. 6-adjuncts to participate) to

Budget: Solene uses the budget to buy wheeled carts and gives them to adjunct by seniority.

Int'l Student Week: Span Club and El ballet folclorico de Mt. SAC, French Club, IDEAS Club, Italian Club, MSA

Curriculum: Arabic 1 & 2:WEBCMS : approved.

Pre-requisites: Another look at them

Next Dept. meeting: Dec. 4

Minutes taken by Kurt Kemp