

Mt. San Antonio College
Foreign Languages Department
Department Meeting

Minutes of Wednesday, October 9, 2013, 2:30 to 5 p.m.

Present: Prof. M. Castillejos, Prof. Y. McPhail, Dr. C.P. Chang, Prof. K. Kemp, Prof. L. Howell, Prof. S. A. Halabi, Prof. L. Sánchez, Prof. A. Salinger, Prof. S. Ott, Prof. E. Vogel and Prof. P. Petry.

1. Approval of Minutes for the September meeting
2. From the Division Meeting: a. Change of computers in 26, b. Task Force: Enrichment activities for Honors Stack classes and c. Referring students to Tutorial Services, d. Close captioning and e. October 10th, 3-4pm Senator Norma Torres in Federson Recital Hall
3. Reports: Faculty Association and Academic Senate (The department voted to stay the same for the dental insurance)
4. Curriculum: The Department approved that a. French 6 inactivated, b. Spanish 3 and 4 curriculum changes, c Japanese 53 textbook update.
5. Global Opportunities – Ways to participate in Study Abroad (The Department approved that Chinese, Italian and Spanish programs should establish equivalencies.)
6. Andrade's full-time position replacement: The Department decided to continue the effort until we get the position back.
7. Adjunct evaluations: See attachment.
8. Department protocol for assigning classes to Adjuncts – (After review and discussion, the Department decided to keep the protocol.)
9. Committee reports:
 - a. Honors: will meet on 21, October about details
 - b. Placement test: waiting for Jim O'Campo to respond
 - c. Hybrid classes: to work on it next semester
 - d. Curriculum Spanish 10: on hold and wait for the money
 - e. Hospitality: every full time faculty donated \$20
 - f. Bulletin Board: discussed items to put there
 - g. Hiring committees: Spanish (see the Committee for Hiring Spanish & German list for details)
10. New protocol for absences: Explained in the meeting.
 - a. Reminder & informing students of new protocol
 - b. Include information in future syllabus
 - c. Request to send CC to chairs.
 - d. It would be appreciated if you cc the chairs as well, so we can give the right info to the students.
11. Class size: further research needed.
12. Going from Department of Foreign Languages to Department of World Languages:
13. LLC building: The Department decided to continue to push for more classrooms for our Department

14. Suggestion box: It is located by the mailbox.
15. Other announcements
 - a. Next meeting – Wednesday, November 13th, 2:30 p.m.
 - b. Minute taker - Kurt Kemp
 - c. Guest speaker – Daniel Smith, Academic Senate Vice President

Recorder: C.P. Chang, Ph.D.

Attachment

**Department of Foreign Languages
Adjunct Evaluations
Fall 2013**

Faculty to be evaluated (# of classes to be eval)	Class #1	Class #2	Evaluator & Class
Veronica Álvarez (2)	Spanish 2 MW 4:30 p.m. 66-267	Spanish 1 TTh 6:45 p.m. 66-267	Luisa Howell Spanish 2 MW 4:30 _____
Marie Anglin (2)	French 1 TTh 7:30 a.m. 28B-203	French 2 TTh 9:45 a.m. 28B-203	Solene Halabi French 1 TTh 7:30 _____
*Pablo Baler (1)	Spanish 1 TTh 12 p.m. 66-205		Kurt Kemp Spanish 1
*Petra Petry (2)	Italian 1 MW 4:30 p.m. 26B-3551	Italian 2 MW 6:45 p.m. 26B-3551	Manuel Castillejos Italian 1 MW 4:30 _____
Antonio Fuentes (2)	Spanish 1 TTh 3:15 p.m. 26B-3561	Span 11 TTh 12 p.m. 28B-204	Luisa Howell Spanish 1 TTh 3:15 Lízbeth Sánchez Spanish 11 TTh
Victor García (2)	Spanish 1 TTh 9:45 a.m. 21G-2	Spanish 11 TTh 12 p.m. 21G-2	Lízbeth Sánchez Spanish 11 TTh _____
Melanie Liu (2)	Chinese 1 TTh 4:30 p.m. 66-269	Chinese 2 TTh 6:45 p.m. 66-269	Luisa J. Howell Chinese 1 _____
Luisa Spanu (1)	Italian 1 MW 8:30 a.m. 28B-201	Italian 1 MW 10:45 a.m. 28B-201	Yuki McPhail Italian 1 MW 8:30
Rae-Shae Chen (1)	Chinese 1 MW 6:45 p.m. 66-269		_____

***Adjuncts without “Rehire-Rights.” Luisa will administer student evaluations. Luisa & Solene are also evaluating Serena and anticipate evaluating Aaron.**