

Mt. San Antonio College
Foreign Languages Department
Department Meeting

Approved Minutes of Wednesday, October 15, 2014, 2:30 to 4:30 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. M. Luther and Prof. P. Petry
(Prof. S. Ott absent)

1. Approval of Minutes for the September meeting: to be approved next month
2. Request for reimbursement by Manuel for the amount of \$71.92 with a receipt (the remaining balance is \$88.08)
3. Reports:
 - a. Placement test – Aaron Salinger: The Placement Committee of our Department met with Articulation & Placement Committee and our proposal was approved to move forward to The next level
 - b. Certificate – Luisa Howell: The Dean has decided to move forward with the certificate program for Interpretation and Translation.
 - c. Counseling – Solène Halabi: Representatives from our Department met with the Counseling Committee, some important ideas were shared and well received by the Committee.
4. Equivalency for Chinese: The new equivalency will be submitted in two weeks.
5. Class size committee: The Department decided to propose to downsize Level 3 for all languages and Spanish 11 classes to 24 students, and Level 4 classes to 15 students.
6. New Assignments for Faculty class visitation: Saori Tauchi and Saeko Saito (TTh 2:15) by L. Sánchez, Jun Fukushima by Y. McPhail, Jennifer Tsai and Luisa Spanu (MW 8:30) by Manuel, Michela Santostefano (TTh 2:15) by Chihping, Seema Atalla and Grace Kiang by Luisa, Yuka Brown and Luisa Spanu (Italian 2) by Kurt
7. Faculty student evaluations: Mihoko by Halabi, Yumi, Esther, Pablo, Petra, Seema and Emi by Luisa H.
8. Workshop for November (on Nov. 7 10 am to 1 pm in LLC): Petra (Long Term Care from A to Z), Luisa (Classroom Assignments and Other Refinement), L. Sánchez (Best Practices in Teaching Methodology), S. A. Halabi (Oral Exam)
9. Plan to increase enrollment: The next level class should be offered at the same time and date as the previous level class by the same professor.
10. Reports: Faculty Association & Academic Senate: (1) The Department voted for Option A for the Academic Calendar 2016-17 options and (2) The Department decided to co-sponsor with AATSP.

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