

Mt. San Antonio College
Foreign Languages Department Meeting
Wednesday, September 11, 2013
2:30-3:45 p.m., Bldg. 66, Room 218

Present: Manuel Castillejos, Chih-ping Chang, Solène Halabi, Luisa Howell, Kurt Kemp, Yuki McPhail, Serena Ott, Aaron Salinger, Lízbet Sánchez, Esther Vogel

Item 1 (Not on Agenda) **Approval of minutes from last meetings:**
(June 5, 2013)
Moved by: Lízbet, Seconded by: Yuki
Approved: Unanimously with minor changes.

(Flex Day-August 23rd , 2013)
Moved by: Serena, Seconded by: Yuki
Approved: Unanimously with minor changes.

Item 1 (On Agenda) **Protocol on Incompletes and Waivers**

- A. We must grant Incompletes when requested by the student, following the College's A.P.
- B. We must change our syllabi to reflect this.
- C. Waivers may only be signed by instructors of the particular language.

Item 2 **Committees:** The faculty members present were asked to volunteer to participate in semester long and yearlong committees.

Semester:

- A. Curriculum Honors: Luisa Howell, Kurt Kemp, and Serena Ott
- B. Curriculum Hybrid: Luisa Howell, Verónica Álvarez, Manuel Castillejos, and Chih-ping Chang

Yearlong:

- A. Student Learning Outcomes: Solène Halabi, Serena Ott, and Manuel Castillejos
- B. Hospitality: Yuki McPhail and Manuel Castillejos
- C. Bulletin Board: Serena Ott, Yuki McPhail, and Esther Vogel
- D. Placement Test: Lízbet Sánchez, Aaron Salinger, and Seema Atalla
- E. Curriculum Spanish 10: Lízbet Sánchez and Aaron Salinger

- Item 3 **FLD** should be notified of any special training or in-service training required.
- Item 4 Pass a list of all the classes if they need anything.
- Item 5 Department Meeting Training Topics
- Item 6 A new protocol will be initiated, regarding the drafting and circulating of the minutes. The rough of the minutes must be sent to the Co-Chairs within one week of the meeting. The Co-Chairs will then send the minutes to all faculty.
- Item 7 Change the name of Department from **Foreign Languages Department** to **World Languages Department**. This change was presented and discussed.
- Moved by: Lízbet, Seconded by: Kurt, Approved: Unanimously
- Item 8 It was announced that the petition to request a full-time professor of Spanish would be filled before the end of **September**.
- Item 9 In the yearly **Supplemental Hours** that we are required to fill-out, it is no longer necessary to state the hours of service.
- Item 10 There has been a 2.57% COLA
- Item 11 Part-time faculty with rehire rights have bumping rights on second class.
- Item 12 **New protocol for absences:** You must notify the Division of your absence, not just your students.
- Item 13 Report on Faculty Association and Academic Senate CCA Fall Conference in October. Update on Technology Bldg. by Luisa
- Item 14 PLEASE DO NOT HESITATE TO COME TO US FOR ANY ISSUE ,
COMMENTS, QUESTIONS...

Adjournment: Moved by: Lízbet, Seconded by: Kurt: Approved: Unanimously

Meeting adjourned at 3:45 p.m.

Respectfully: Manuel Castillejos