

Mt. San Antonio College

Department of Foreign Languages

Approved Minutes for Departmental Meeting: September 10th,
2014

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

Item #	Description	Action Required
1	Approval of Minutes for June 4, 2014	Approval

Discussion: Item 3 needs clarification. Item 7 will be changed by Luisa

Action Taken

Motion made & seconded.

Motion carried unanimously. Approved

1a Approval of Minutes for August 22nd, 2014

Action Taken

Motion made and seconded

Motion carried unanimously. Approved

Item #	Description	Action Required
2	Reports/Announcements –Luisa	None

a) Faculty Replacement: In requesting new faculty members for the Division, we placed 9th in most need.

b) Assignment of minute taking for FLD. Kurt needs to be added.

c) Vacancies in Academic Senate & Faculty Association: Luisa stated that Bryan had stated an interest in forming part of either section. She also went over important points of the Senate and Association decisions..

Luisa informed and handed out a copy of the Faculty Association & Senate Meeting. She then proceeded to ask the faculty for opinion on certain decisions and measures that would be coming up for vote.

d) Luisa clarified procedure for first day class enrollment..

- e) Spanish will review Equivalencies. Chinese has a deadline of October 1st , 2014.
- f) Boxes with classroom supplies will be placed in the classrooms.
- g) A sheet was distributed with the budget distribution for all the languages taught in the Department.
- h) It was decided not to take a donation, since there is still a \$160.00 balance. Manuel needs to submit a receipt for the flowers purchased for Valerio and Miriam.
- i) **Armando Moreno**, the Work Study helper was introduced.
- j) Everyone that attended the Avant Placement Exam presentation was very pleased. The members present decided unanimously to go ahead and approve the use of this exam for placement in our program.
- k) Luisa will meet with Jim, Jeanne Marie and Bryan, to discuss the possibilities for creating a program to offer a Certificate in Interpretation & Translation.
- l) Faculty Feedback from Flex Day. Faculty present expressed their thoughts on this year's Flex Day.

Item #	Action Required?
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3	Faculty Feedback from Flex Day
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This item was removed from the agenda.

Item#	Action Required
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4	Hybrid Classes
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This item was removed from the agenda.

Item#	Action Required
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5	Final Schedule to Faculty	None
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A list of the final exam was distributed to the faculty members. Importance of adhering to it was emphasized.

Action Required

6	Pre-requisite for language classes	None
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Action Required

7	Adjunct faculty vote in Department meetings	None
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		Action Required
8	Committees	None
a) Syllabus: Luisa		
b) Class Size: Aaron, Lízbet		
c) Italian Hiring Committee: Serena		
d) Japanese Hiring Committee: Kurt & Kumiko		

Item#		Action Required
9	Faculty classroom's visitations	Assignment
New faculty to be completed between week 8 and 10. (Unofficial visitations are between week 4 & 6.)		
a) Grigor Ketentian: Japanese 1 _____ Japanese 2 _____		
b) Marc Voss: German 1 _____		
c) Brian Jones-Ramey Spanish 1 _____		
d) Daniel Tamayo Spanish 1 _____		

Item#		Action Required
10	Workshop for November	Discussion

This item was tabled and the workshop will be planned for November, 2014

Next meeting is Wednesday, October 15th, 2014.

