

**Mt. San Antonio College**  
**World Language Department Meeting**  
**Wednesday, November 18, 2015**  
**2:30 – 4:30 pm, Bldg. 66 Room 218**  
**Approved minutes**

Present Prof. C. P. Chang, Prof. S. A. Halabi, Prof. L. Howell, Prof. K. Kemp, Prof. M. Luther, Prof. S. Ott, Prof. A. Salinger, Prof. L. Sánchez

Item 1 **Approval of minutes from previous meeting**

The October 2015 World Language Department Minutes were approved.

Item 2 **Reports**

Luisa distributed the Faculty Association and Academic Senate reports. She highlighted the Academic Senate Committee and Council Openings. She also explained that the search for a new accreditation agency is underway. She reminded us of the Winter and Spring Faculty Association conferences as well as of the Putting on the Hits dates.

Item 3 **German and Italian equivalencies**

The Department voted unanimously to uphold the minimum qualifications in German. The Department voted unanimously to approve the attached Italian equivalency.

Item 4 **SLOs**

SLO meetings for each language will be held during Spring Flex Day.

Item 5a **Classroom observations**

It was determined that all classroom observations have been completed.

Item 5b **Student evaluations**

It was determined that all student evaluations have been completed.

Item 6 **Comment requirements for classroom evaluations**

All present were reminded that any score different from a score of “2” on the classroom evaluation form requires a follow-up comment. Additionally, we were informed that a score of “3” requires a specific suggestion for improvement.

Item 7 **Hiring committees**

Italian and Chinese will need new instructors in Spring 2016. Arabic will need a new instructor in Fall 2016. A hiring committee has already been formed. The interview date will most likely be during final exam week or in January.

Item 8 **Department Chair Elections**

This topic was postponed.

- Item 9      **Adjunct Workshop update**  
A successful Adjunct Workshop was held on Friday 11/13. Seven faculty members attended. The co-chairs thanked the presenters for participating.
- Item 10     **Spring 2016 Flex Day**  
The co-chairs suggested inviting Public Safety to hold a presentation on security issues such as evacuation routes and steps to follow in case of violence in the classroom. All present agreed that this would be very beneficial
- Item 11     **Spring Department Workshops**  
The World Language Spring workshop will include a presentation on Engrade (Solène), online quiz platforms (Líz), and Socrative (Serena).
- Item 12     **Establishing English prerequisites for language classes**  
We were reminded that Mt. SAC language classes formerly had an English 67 prerequisite. It was brought to our attention that reinstating this prerequisite could be beneficial. The issue was not discussed at length and we decided to address it more thoroughly during the December meeting.
- Item 13     **Summer and Fall 2016 schedules**  
The co-chairs explained the Summer and Fall 2016 schedules. The rationale behind adding classes and switching timeslots was put forth very thoroughly.
- Item 14     **December meeting**  
The next department meeting will be Dec 2, 2015.
- Item 15a    **Spanish Placement Exam Pilot**  
In Spring 2016 each Spanish professor will be performing the pilot in her/his class. We hope to have placement exam pilots in all language classes in Fall 2016.
- Item 15b    **Associate of Arts Degree in World Languages**  
Solène will begin creating the degree program in WebCMS as soon as her account is created. She is also looking into converting the Conversation classes into GE classes.
- Item 15c    **Hospitality Committee**  
All present were reminded to contribute to the hospitality committee funds.