

Minutes of the Foreign Language Dept. Wed., October 14, 2015

Present: M. Castillejos, C.P. Chang, K. Kemp, L. Howell, S. Halabi, L. Sánchez, A. Salinger, S. Ott, M. Luther-Mihoko and V. Alvarez.

1. Approval of minutes: The September 2015 Foreign Language Department Minutes were approved.
2. Reports: Luisa reminded us that we can have the right to up to four representatives for the academic senate and the faculty association. She then proceeded to give us her Faculty Association and Academic Senate reports.
3. Arabic equivalency & Italian equivalency: We decided to not to change these equivalencies at this time.
4. Reminders: SLOs for ALL departments are due at the end of this academic year.
5. Copy of new agreement for evaluation:
 - a. Classroom observations: Regarding the Classroom Observations that had not already been assigned, they are as follows: 1) Andrew will visit Mihoko Luther's Japanese 1 class; Luisa will observe Marguerite Nguyen's French 1; Lízbet will visit Yumi Park's Japanese 1; Aaron will observe Yumi Parks' Japanese 3; Andrew will observe Yuka Brown's Japanese 1 class; Solène will visit Florence Erturk's French 1; Manuel will observe Jun Fukushima's Japanese 1; Luisa will visit Jun Fukushima's Japanese 4; Kurt will visit Emi Okubo's Japanese 3; Luisa will observe Saeko Saito's Japanese 1; Jeanne-Marie will visit Saeko Saito's Japanese 3; Aaron will observe Saori Tauchi's Japanese 1, Jeanne-Marie will visit Saori Tauchi's Japanese 2; Aaron will observe Michela Santostefano's Italian 1 and Solène will visit Lina Lahham's French 1 class.
 - b. Students' evaluations: Solène will give us a list of all the adjuncts who do not have rehire rights; we need to do the student evaluations in those classes. For those adjuncts without rehire rights that we visit, we should do the student evaluations when we observe their classes.
6. Adjunct Faculty to hire: Chinese, Italian, Arabic. Those willing to be on the hiring committee are: Andrew, Serena, Manuel, Kurt, Veronica and Mihoko. The exact date and schedule of that hiring committee is yet to be determined.
7. Faculty expectancies: Luisa mentioned that all of us are expected to put in 40 hours per week and 192 supplemental hours. She then went over Article 10 of the current contract: it explains the expectancies of each full-time instructor. She mentioned that when you are at the top level, after 6 years you can get a pay increase if you complete 6 course units.
8. Scheduling: how to assign seniority when two or more faculty got hired at the same time. With the three Japanese adjunct hires, since they were all hired on the same day, they technically

have the same seniority. We voted to have a lottery system and after doing the lottery, the results were as follows: As of Fall, 2016, the seniority order with respect to hiring will be 1) Keiko Appel, 2) Sachi Johnston, 3) Mika Sawada and 4) Yoshida Uchida.

9. Workshop for adjuncts: We will be having one FLD workshop in the Fall and one in the Spring starting in the Fall of 2016. The next workshop will be Friday, Nov. 13, 2016, 1:00-3:00pm.

10. Removal of Spanish 2 pre-requisite from Spanish 11: We voted on removing it and we unanimously voted in favor of removing the Spanish 2 pre-requisite for Spanish 11 effective immediately.

11. Spanish Placement Exam Pilot, the next step. The Vice-President of Instruction and the president finally approved the funds for the Spanish Placement Exam Pilot, so we can proceed as planned in that respect.

12. Updates:

- a. AA in World Languages--Voting required (Spanish & AA): We voted unanimously to approve the AA in World Languages.
- b. Brian Jones: Court Interpreting postponed. We decided to put this on the backburner.

13. Collect money for hospitality: All of us full-timers contributed \$20 toward the hospitality fund during our FLD meeting on 10-14-15.

14. Budget: The budget money for each of the languages we teach was stapled to the agenda photocopies for our FLD meeting on 10-14-15.

These minutes were taken by Kurt A. Kemp