

Foreign Language Department Meeting Minutes

10.18.22

In Attendance: A. Andrade, A. Class, D. Factor, A. Gard, A. Moina, N. Yoshida
M. Lopez, A. Vardazaryan
S. Kushigemachi, H. Wada

- Counseling Updates (Maribel)
 - LCJ Counseling Drop-in – Fall 2022 in Humanities 121E:
 - Mondays 10:00am-11:00am Maribel
 - Tuesdays 3:00pm-4:00pm Rocio
 - Wednesdays 1:00pm-2:15pm Sabra
 - Students who are not part of a special program can request a counseling appointment using [Counseling Appointment Request form](#) – we encourage students to meet with a counselor early and in advance of registration period:
 - Winter 2023 priority registration begins Monday, November 21st
 - Spring 2023 priority registration begins Monday, December 5th
- Senate (Scott on behalf of Senators)
 - 9/20 meeting recap, memo sent out Wednesday, 10/5.
 - We discussed the formation of the student success committee. You can consult the academic senate notes to see the second draft of committee membership.
 - We reviewed the requirements for academic senators and have agreed that senators should sit on at least one other campus wide committee as a Senate Rep.
 - Update on the prospect of a campus-wide syllabus: Ed Policy committee is creating a syllabus policy which will come to senate for two readings later this semester. The goal is to have it out and ready by winter. There are certain things that must be in a syllabus and while the suggested syllabus statements remain optional, "the official syllabus policy" will hopefully increase adherence to the minimum requirements (e.g. contact information, SLOs, grading policy). This will go through consultation so there will be opportunities for feedback as discussions move forward.
 - The respiratory care program was granted conditional approval to offer bachelor's degrees! Woohoo!
- Curriculum (Scott on behalf of Chelsea)
 - Japanese AA submitted, moving Japanese 25
 - Updating degree descriptions in 2023-24 catalog in the works for Spanish

- SLOs (Andrew)
 - Foreign Languages completed all SLO reports in Nuventive for Spring 2022
 - French 1 and Spanish 2 will be the courses to use Canvas Outcomes for submitting SLO results for Fall 2022

- Foreign Language Lab Hours
 - Thursday hours forthcoming
 - Carlos Munoz is working on paperwork, will start soon. Tentative schedule Thursdays 8:00am-11:15am
 - Spring planning
 - Andres will coordinate with Silvia and Carlos so lab will be covered Monday-Thursday.

- Program Review
 - Discussion of Program Review – Scott pulled up template
 - Continue at next meeting and a Thursday during College Hour