

**El Camino College Humanities Division
Foreign Language Meeting Minutes
March 12, 2013**

In attendance: Tom Lew, Elise Geraghty, Evelyne Berman, Alicia Class, Anne Cummings, Donna Factor, Nitza Llado, Bernie Rang, David Shan, Nina Yoshida, Sabra Sabio, Katie Gleason, Maria Barrio de Mendoza

1. ACCREDITATION

- 1.1. ACCJC February 11, 2013, letter distributed to faculty: ECC was issued a warning for weaknesses in documentation of SLO assessments and demonstrating connections to student learning improvement. Tom Lew reviewed the letter and rubric to discuss our goals of proficiency and then sustainability in the area of SLO assessment.
- 1.2. SLO alignment grid (program ILO—PLO—SLO): Now available on division website.

2. CURRICULUM AND SLO UPDATES

2.1. SLOs

2.1.1 Bernie Rang distributed revised timelines for department assessments for spring and fall of 2013. The faculty will work closely with the division SLO facilitators this semester to ensure all courses are assessed on time.

2.2. Assessment / learning connection

2.2.1 Elise reminded faculty to bring discussions regarding assessment results to department meetings; we know that we are actively discussing student learning, but we want to do it in a more formal environment so that all faculty members benefit from such discussions.

2.3. Curriculum

2.3.1. Evelyne Berman and Anne Cummings discussed the inactivation of French 24 as the course has not been taught since 2010, and there is no plan to offer it this coming fall. Evelyne and Anne will discuss and report back to Elise regarding French 24.

3. PROGRAM REVIEW

3.1 Training March 14 and 15 for Program Review leads (Bernie Rang and Nina Yoshida)

4. FOUNDATION FUNDS

4.1.1 Katie Gleason joined the meeting to discuss possible uses of the Foundation accounts fed by an anonymous donor since 1998. These accounts are for French and Spanish. Katie notes that Nursing also receives donations, but Nursing has been providing the donor with annual thank you letters and reports of how monies are spent, resulting in increasing amounts of annual donations to the Nursing program.

4.1.2 Faculty noted that some of their spending preferences have been stymied because of district-imposed restrictions. For example, they have been told that the money is not to be used for salaries, rendering expansion of Language Lab hours of service to students impossible. Software purchases were also problematic because ECC's ITS cannot install and maintain (update, reconfigure, reimage, etc.) software on a regular basis. Reviving Study Abroad programs was also rejected (the campus has declared a moratorium on study abroad projects for the time being).

4.1.3 IDEAS: Textbook sets for financially disadvantaged students to check out each semester (and locking carts to store the texts). Site licenses for online texts. More texts on reserve in library. Tech support for FL lab. Adaptive computers for disabled students. Conference speaker series. Kindle readers. Other technology and classroom equipment.

4.1.4 Katie Gleason will consult with Dr. Fallo and Dr. Arce regarding relaxing restrictions on funds being used for salaries. The faculty will also send other ideas for Foundation projects to Katie.

5. Class Schedule

5.1.1. Tom Lew notes that we can expect funding for 1% growth next year, which isn't much, but we might consider adding additional sections of French 1 and Japanese 1 in the day. The faculty would like more than one section of French 2 for spring as well.