

El Camino College Division of Humanities
Minutes for Foreign Language Department Meeting
Tuesday, May 7, 2019

Attendees: Debra Breckheimer, Scott Kushigemachi, David Shan, Nina Yoshida, Rosella Pescatori, Carmen Sotolongo, Andrés Moina, Argelia Andrade, Maria Barrio de Mendoza, Donna Factor, Alicia Class, Andrew Gard

Agenda:

- Pride Award awarded to Andrew Gard by French 1 student
- Thanks to the hiring committee for the FT French position
- SLOs (Maria)
 - brief discussion
- Curriculum Review for Fall 2019
 - French 3 and 4 (assigned to Andrew and Alicia)
 - Japanese 1 and 2 (assigned to David and Nina)
 - German 1
 - Spanish 21 and 22 (completed by Andrés)
 - Spanish 5 and 6
- Guided Pathways (Argelia)
 - Spanish AA-T and French AA have been completed
 - Spanish AA and Japanese AA will be completed by the end of the semester
- Keenan Training (Child Abuse and Neglect Reporting)
 - Andrew never completed due to HR omission, will contact and complete ASAP
 - question as to when instructors became mandated reporters, and if this applies only to students, colleagues, or other organizations in which instructors are involved
 - we must report abuse occurring before adulthood (domestic abuse must be reported under Title IX using a maxient report)
 - Deb encourages instructors to err on the side of caution, including keeping our office doors open when conferencing with students in order to avoid having to uncover our door windows
 - discussion ensues about instructor desire to cover office windows for privacy and protection, questions of fire safety violations and active shooter risks, more information to come later
 - several instructors expressed difficulty in attaching completion certificate to the email
- Syllabi templates

- instructors are encouraged to place Mandated Report status on our syllabi for our own protection, the Senate is working on a statement
- Recruitment strategies
 - efficiency rates will be watched very closely by Dr. Shankweiler, it will be hard to let classes with under a 65% load go through (except upper-level classes)
 - Deb suggests multi-cultural events on campus to attract students and motivate them to take foreign languages, and perhaps a Foreign Language Club to pull in ASO students
 - Deb also suggests starting a Recruitment Committee and would allow faculty to swap it out for other committees
 - recruiting in high schools hasn't been very effective
 - recruiting with specific professions in mind has worked (Carmen)
 - discussion about the current 38-student cap on sections
- Miscellaneous
 - Teacher Appreciation Week/Day
 - May 15th is the deadline for reporting Flex Credit, do so on CornerStone or you won't get credit
 - question about where the last several meeting minutes were posted online