

Foreign Language Department Meeting

October 1, 2019

Attendance: Carmen Sotolongo, Alicia Class, Andres Moina, Donna Factor, Maria Barrio de Mendoza, Nina Yoshida, Andrew Gard, David Shan. Dean Debra Breckheimer and Associate Dean Scott Kushigemachi.

Absence: Argelia Andrade

1:15pm – Meeting came to order

School Business:

Debra reminded everyone of 1) Great Shakeout on Thursday 10/17 at 10:17am, 2) Cornerstone Professional Development Plan due by the end of the month, and 3) Benefits Bridge enrollment deadline on Friday 10/4 – everyone should carefully compare the health plans due to many premium increases; even if you are not changing your health plan, you must log in and confirm online.

SLOs/PLOs:

Maria confirmed that the Foreign Languages Department is 100% completed on all SLO reports for Spring 2019 and no PLOs are due in the current semester—thanks to all participants.

Curriculum:

Debra announced a new rule whereby requests to create new courses or to review existing courses must be declared by week 8 of the semester. Andres explained how much more work Chelsea Henson in Curriculum Committee needs to do to complete all course outline reviews online now than before. Andres also updated that the proposals for 4 new Spanish courses and 2 new Linguistic courses have been submitted and all corrections have already been made and we are waiting for final approval—thanks to Maria and Nina for making contributions to the proposals.

Goals Update:

Debra asked if there are any new activities and plans on recruiting students. She also discussed with everyone on some ideas such as having “Multicultural Day” or “Multilanguage Day.”

Andrew talked about his new role as Faculty Adviser for the French Club and his effort on promoting French classes to the club students.

David mentioned that he continues to help the Chinese Club as the Faculty Adviser. Last week, he helped organize a club meeting and encouraged all club students to sign up for the Chinese culture class in Spring 2020.

Nina reported that she and David are working with the Japan Foundation for a Japanese Film event on campus, and they hope to set a model/pattern for Japanese and other foreign languages to make their own foreign movie events.

Alicia suggested to visit different student clubs to recruit students.

Everyone agreed that CSU’s removal of the foreign language requirement made our counselors reluctant to recommend foreign language classes for students. Andres suggested giving counselors an information

package on why it's necessary for college students to take foreign language courses and urge counselors to send students to our classes.

Dona mentioned that she heard today on the radio about the idea of opening an online college and offering free foreign language courses. Debra said she knows about the idea of the online college and all college presidents are against this idea; however, we should instead develop our own online courses. She also told everyone that the college wants to develop more night programs, and the division will add more evening classes especially for those foreign language programs in which students can use course credit for majors such as Spanish, Japanese and French.

Schedules ready for signing off:

Debra announced that the Spring 2020 schedules are ready for signing off in division office now, and there are many changes made in the schedules.

Language Lab:

Debra notified everyone that Carolina will be out 10/9 and 10/14-10/21. We had a person to fill in, but she is no longer available. If you'd like to hold office hours in the lab and fill in, just let Debra know. Andres, Maria and Alicia suggested that since some part-time Spanish instructors lost their classes this year, we can hire one of them to fill in.

Japanese Movie Night:

Nina and David reported that they are contacting several offices and technicians on campus to figure out the facility, cost and schedule before making the final decision.

Debra's vacation:

Debra announced her vacation days starting on 10/9 and returning to work on 10/28.

Evaluations:

Debra confirmed the following information with everyone—

The new evaluation process will be all online.

- 1) Pete Marcoux will be holding open labs on 10/10 from 1-2 pm, H313
- 2) The student survey portion is also online
 - a) Even for those of you who do not use Canvas, your Canvas shell will be opened temporarily so students can take the survey
 - b) A script with instructions is forthcoming
- 3) Gema Perez is willing to answer questions
- 4) Scott is willing to answer questions

Scott added that it is not difficult to complete the new evaluations online, but we should go online to get familiar with this new procedure. He said he will make detailed instructions and send them to everyone very soon. Nina and Maria also mentioned that they went to the recent workshop for the training and realized that it is not difficult to do online.

Other:

Debra mentioned that the college curriculum committee has approved for all foreign language courses that are 4 units to be switched to 5 units. Now we are waiting for the final approval.

Meeting adjourned at 2:20 pm.

Minutes submitted by David Shan