

## World Languages and Cultures Department Meeting Minutes November 14, 2023

**Attendance:** Argelia Andrade, Maria Barrio de Mendoza, Alicia Class, Donna Factor, Andrew Gard, Andres Moina, Nina Yoshida, Scott Kushigemachi, Allison Carr, Erica Soohoo

### **General Business:**

- Annual Planning (Scott/Allison)  
Allison went over each item of the annual plan document to confirm with faculty whether the items were still necessary. Scott added that faculty can email any additional suggestions to Allison.
  1. Staffing: Increase enrollment – Yes, still needed
  2. Staffing: Improve student referrals to WLC tutoring lab – Yes, still needed
  3. Staffing: Increase lab staffing to expand hours – Yes, still needed
  4. Instructional Equipment: More textbook vouchers and explore OER resources – Yes, still needed
- Holiday Party (Scott/Allison)  
The Holiday Party will be held on Thursday, December 7<sup>th</sup> from 1:15 p.m. to 2:45 p.m. in the Mailroom on the 2<sup>nd</sup> floor. To RSVP, fill out the Google form.

### **Updates:**

- Academic Senate (Stephanie B., Erica B., Kevin, Brent)
  - Winter Teaching Academy for Continued Learning is a professional development opportunity, which is available to faculty.
- Counseling Announcements (Rocio)
  - Rocio shared hours for LCJ drop-in, general, and express counseling, as well as important dates that are coming up.
- SLO (Kevin, Andrew, Elise)
  - PLO Assessment Process Revision (Kevin)  
Kevin shared that some departments on campus have had issues with timely submission of PLOs and suggested that PLOs be folded into Program Review. Faculty voted to fold the PLO assessment process into Program Review.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)  
Susan shared that the Federation will be having a holiday party. More information will be sent out.
- Guided Pathways Items (Chris P., Argelia)  
The LCJ logo is being redesigned and a vote will be taken to select the new logo. Contact Chris P. with any questions.
- ASO (Llendy, Emily)  
No ASO representatives were present at this meeting.
- DCC (Chelsea, Matt K.)  
No updates.