

Foreign Language Department
Meeting Minutes
10/12/21

Attendance: A. Andrade, M. Barrio de Mendoza, A. Class, D. Factor, A. Gard, A. Moina, N. Yoshida
M. Lopez, H. Zhao
D. Breckheimer, M. Hernandez, S. Kushigemachi, H. Wada
Not in attendance: C. Sotolongo (?)

Announcement:

- Spring Schedule – Deb
 - Please sign and send your schedule back to Michele
 - An explanation on website is needed for students regarding hybrid and face to face classes.
- VHL Workshop October 21st – Scott
 - An invitation was forwarded to the French and Spanish instructors.
 - The workshop will be recorded if you can't attend.
- Transcript – Scott
 - No solution with live transcript on Zoom other than turning off transcription feature or explain to students who find it distracting to turn off individually themselves.
 - SRC can get transcription accommodations for SRC students.
- Division Office/Back on campus – Deb
 - Division office will be open on campus starting 11/15 with staff on staggered schedule.
 - Upload picture of vaccine card by 11/8
 - Instructor's office hours
 - Concerns with meeting students inside office – possible to use tables at the end of hallways as meeting area.
 - Instructors found that with zoom, more students have been coming to office hours than before lock-down.
 - Deb will look into the ratio of online/face to face office hours.
- College Night - Meta Major – Deb
 - 11/10/21 5:00-7:30
 - Humanities has a table
 - Argelia volunteered from 5:00-6:00
 - Need more volunteers to represent Foreign Language!

General Business/Report:

- SLO - Andrew
 - SLO/PLO 100% completed! Thank you!
 - For this semester, will use upgraded Nuventive. Andrew will upgrade instructions.

Other:

- Accommodation issues-
 - Possible to invite Gary Grecco to next meeting to address SRC student issues.
- Evaluations-
 - Not required to visit both classes when evaluating an instructor who has two sections.