

**El Camino College Humanities Division**  
**Foreign Language Meeting**  
**September 18, 2014**

In attendance: A. Andrade, Mario Barro De Mendoza, E. Berman, A. Class, K. Degnan, D. Factor, E. Geraghty, T. Lew, Mari Lopez, A. Moina, R. Pescatori, B. Rang, D. Shan, C. Sotolongo, N. Yoshida

**ANNOUNCEMENTS**

- 1.1. Evelyn proposes a regular meeting place so that FL faculty can meet, socialize, and collaborate during college hour once a month. All agreed that this is an excellent idea; Elise will look into an open location.

**2. ACCREDITATION**

- 2.1. ECC is off warning; however, we have an accreditation visit from October 6 to October 9, and we must demonstrate sustainability. Faculty were informed that their classrooms may be visited by a site team member and that they should all review our division web page for current information.
- 2.2. Syllabus Consistency. Elise asks that faculty regularly review the Syllabus Guidelines and check their own syllabi and those of faculty being evaluated to ensure accuracy and consistency, especially in SLOs and college policies.

**3. SLO BUSINESS**

- 3.1. As of this morning, Humanities was not 100% complete with SLO reports in TracDat, though all of the reports have been written. Elise, Erica, and Kevin will help faculty enter spring assessment reports into TracDat tomorrow (Friday).
- 3.2. Kevin introduced Argelia, our new FT Spanish instructor, as the new SLO co-facilitator. Together they reviewed the current timeline, which will be posted soon.
- 3.3. For this semester, the following will serve as leads on SLO assessments:
  - 3.3.1. Spanish 2: Carmen & Alicia; Spanish 4: Carmen; Spanish 5/6: Andres; Spanish 52A: Alicia
  - 3.3.2. German 2: Chris Stevens
  - 3.3.3. Japanese 2, 4, 21/22: Nina
  - 3.3.4. Chinese 2, 3 & 4: David
  - 3.3.5. Italian 1, 21/22: Rosella
  - 3.3.6. French 3, 5/6: Evelyne