

Foreign Language Department
Meeting Agenda
April 6, 2021

Attendance: Debra Breckheimer, Scott Kushigemachi, Argelia Andrade, Maria Barrio de Mendoza, Alicia Class, Donna Factor, Andrew Gard, Mari Lopez, Andres Moina, Rosella Pescatori, Carmen Sotolongo, Nina Yoshida.

- **AFT Deb for Chris Glover**
 - Next Humanities monthly meeting 4/15 @ noon. Email forthcoming

- **SLOs Andrew**
 - Andrew updated faculty – 100% SLO completion. The format is changing and new fields are being added along with a new interface for SLO's. Andres added that we look better than before because incorrect data has been fixed.

- **Curriculum Scott**
 - Vocational Spanish Courses – Credit or Noncredit – Discussed whether noncredit is the right path for these courses. Originally thought they could be part of a Linguistics degree.
 - Noncredit advantages: Free for students, helps build enrollment, FT overload, additional teaching opportunities for adjuncts.
 - Noncredit disadvantages: Hard for FT faculty to meet load. Noncredit sections won't help the credit program.
 - Argelia commented that it would be better for the classes to be credit if they are cross listed with other courses in Business, Hospitality Law and Medicine.
 - The majority of FL instructors prefer they be credit.

- **AP Scores Scott**
 - Faculty determined that students with a 3, 4, or 5 should receive credit for Levels 1 and 2. This is with the understanding that the student may still meet with an instructor to be waived out of a prerequisite for a level higher than 3 if they are at a particularly advanced level.

- **Laptop Replacement Debra**
 - Debra reminded instructors of the laptop replacement email sent to faculty. If anyone wants to replace laptops over 5 years old, they need to submit the completed form by 4/9/21.

- **Learning Resource Center Tutoring: If students need more support, tutors are available.**
 - <https://www.elcamino.edu/library/lrc/tutoring-schedule/index.aspx>
 - Chinese, French, Japanese, and Spanish

- **Recruitment Committee** - Debra asked if anyone would like to join the committee and said that the committee needs a leader.

- **Equity Statement for the syllabus:** The English Department has formed an equity committee. It will likely expand to the rest of the Division. They have written an equity statement for students. Debra recommended adding it to syllabi so that students know instructors are addressing their equity needs.

- **Other**
 - Guidance for Camera Use and Recording in Online Synchronous Classes - Scott shared the following link: <https://www.elcamino.edu/library/distance-ed/facultyresources/guidelinesandprinciples.aspx> Instructors cannot state in their syllabi that cameras are required to be on for every class meeting, but they can let students know it is highly recommended. Instructors can request that cameras are on during a test. Instructors should have a policy that aligns with the college guidelines outlined on the link.
 - Maxient Reports: Debra explained the importance of completing a Maxient report for student disciplinary actions even if the behavior doesn't seem to warrant it. It is better to have a record even if no further action is needed. If a Maxient report is filled out, it can help support disciplinary action for future incidents that may occur. If you are unsure, reach out to Debra or Scott.
 - Tutors: Andres suggested reminding students that we have tutors available and shared the Canvas link. He said that students need to be reminded from time to time. Free Learning Resource Center tutoring services: <https://www.elcamino.edu/library/lrc/tutoring-schedule/index.aspx>
 - Rosella: The department approved the Ital-3 Proposal.