

El Camino College Division of Humanities
Minutes for Foreign Language Department Meeting
Tuesday, September 3rd, 2019

Attendees: Debra Breckheimer, Scott Kushigemachi, David Shan, Nina Yoshida, Carmen Sotolongo, Andrés Moina, Argelia Andrade, Maria Barrio de Mendoza, Alicia Class, Andrew Gard

Minutes taken by: Andrew Gard

Agenda:

- School Business:
 - New wireless log-in: the old WiFi networks are being improved and changing names to Warriors (for faculty and students) and Warriors_local for ECC-issued devices. You will need to reestablish connection to one of these networks in the same way as before
 - The Great Shakeout will take place on Thursday 10/17 at 10:17am so take note if you are holding class then; instructions are to follow
 - Cornerstone: by early October, all full-time faculty are expected to complete a “Flex Plan” on Cornerstone in which they describe their professional development plans for the year. It doesn’t have to be super detailed and we won’t have to adhere to it necessarily, but it’s to help faculty map out their upcoming flex hours rather than waiting until the last minute

- Curriculum Review for Fall 2019
 - If you have been chosen to review COR, please finish as soon as possible; otherwise most instructors have finished because the deadline has passed

- SLOs (Maria)
 - Assignments TBD, instructors will receive emails notifying them which classes

- Guided Pathways (Argelia)
 - All done for both AA-Ts and AA-TFs

- Department Goals
 - Recruitment strategies
 - Deb would like an action plan by our next meeting on 10/1/19, including dates and one to two related activities to be planned; it will be one plan that the instructors collaborate on and send to Deb and Scott
 - Other goals:
 - speaking to counselors to increase our visibility
 - connecting with pre-existing programs such as PUENTE, professor Shane Ochoa’s program, First Year Experience (FYE) program; we need to reach out about promoting our respective languages, and foundation money should be available to help

- visits to English, Social and Behavioral Sciences, Business classes
 - Alicia: Spanish Heritage Month is in late September so possibly the time to have a Spanish Fair?
 - Deb: multi-cultural fairs with foundation money could be another option to attract students
- Credit by Exam (Scott)
 - There's a special assignment budget that pays instructors for both our proctoring and grading time, but it is being reduced to 8 hours per semester. If we go beyond 8 hours, the time must be board approved in order to be compensated
- Linguistics AA Major (Argelia)
 - Instructors are working on a Linguistics curriculum to allow for a new Linguistics AA major, including basic Linguistics classes (phonetics, morphology) that could be taught in English by any professors with degrees in Linguistics, as well as Spanish-specific courses for different job-related focuses (health professionals, business, hospitality)
 - The major would require foreign language courses that would boost our enrollment
 - Argelia is looking for input on what the major should consist of (e.g. changing translation courses to more conversational courses) and any professors who can teach these; she will send out emails to schedule meetings that would offer flex credit
 - Deb suggested speaking with Matt Klein in English due to his time making shell classes
 - There are two other options as well:
 - Skills Certificate in the foreign language of the student's choice
 - Skills Certificate in Translation Studies
 - Questions were raised about the prerequisites for Intro to Basic Translation classes, general consensus agreed upon the completion of a level 1 language course
- Miscellaneous
 - Spanish 1 has been approved for hybrid and online instruction
- Spring Schedule Changes
 - Instructors work together with their language colleagues to devise schedules for next semester; will report to Deb with a completed schedule by sometime the following week