

Imperial Valley College
Arts & Letters Division

World Languages & Speech Department
Monday, October 04, 2010
Building 300 – Room 304A

MEMBERS IN ATTENDANCE:

Liisa Mendoza	Javier Rangel
Brian McNeece, Dean	Jose Ruiz, Chair
Laura Mosier	Romano Sanchez - Dominguez

ABSENT:

Bruce Page
Glenn Swiadon

I. **Call to Order**

The meeting was called to order at 4:20 p.m.

II. **Approval of Minutes**

The minutes for August 21, 2010 were approved as presented.

III. **Spring 2011 Schedule (J.Ruiz)**

Everyone was informed that the spring 2011 schedule near completion and being double checked.

IV. **Book Orders for Spring 2011 (J.Ruiz)**

Announced that spring 2011 book orders would be completed online and informed everyone that the deadline for submission was on October 15, 2010.

V. **New Laser Printer (J.Ruiz)**

Asked those present what their thoughts were regarding the purchase of a new laser printer for the department. He stated that the current printer for the department is constantly jamming and giving them problems. Laura suggested bringing her own.

B. McNeece stated that the district may be changing agreements with Xerox in November or December. He stated that Todd Finnell would have more knowledge regarding the agreements.

VI. **Discipline Problems (J. Ruiz)**

Announced to instructors that if they should have discipline issues with students, they should speak to Sergio Lopez.

He showed all a sample of how the report to S. Lopez should look if they catch a student who plagiarizes. J. Ruiz stated that he would talk to S. Lopez regarding the proper protocol for reporting students who plagiarize or have disruptive behavior.

VII. SLOs (J. Ruiz)

Announced that the cycle of SLOs are due on the 14th week and stated that he would clear up any questions regarding SLO submissions with Toni Pfister.

He stated that instructors should have the same amount of outcomes as they do units.

VIII. Comments/Concerns (L.Mosier)

Laura expressed her concern as to who would be present at the next C & I meeting to represent the department. J. Ruiz announced that the course outline submitted by the department was tabled.

L. Mosier stated that she would like to see more Speech Communication Instructors hired in the department. She stated that the department lost more than 50% of their faculty and they are in need of experienced and well qualified instructors.

Discussion was held regarding the idea of a Speech Communication certificate being offered at I.V.C.

IX. Adjournment

The meeting adjourned at 4:54 p.m.