

Arts & Letters Division

World Languages & Speech Department
Monday, November 8, 2010, 4:20 p.m
Bldg. 300 – Room 304A

UNDADOPTED MINUTES

MEMBERS PRESENT:

Laura Mosier	Javier Rangel
Jose Ruiz, Chair	Romano Sanchez-Dominguez
Glenn Swiadon	

ABSENT:

Bruce Page	Liisa Mendoza
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I. Call to order (Jose Ruiz)

The meeting was called to order at 4:30 p.m.

II. Approval of minutes

M/S/C L. Mosier/J.Rangel to approve the minutes of October 4, 2010 with corrections.

III. Student Learning Outcomes (SLO's) (Jose Ruiz)

Faculty was informed that SLO's will be due by the 14th week of semester. Please send Toni Pfister both an electronic copy and hard copy. Carbon copy Grace an electronic copy as a repository will be created in the Arts & Letters Division.

Jose reviewed the SLO workshop dates with those present and encouraged them to attend one of the mini workshop dates. He stated that this will help gain better understanding of the purpose for SLO's and the process. The latest date to submit SLO's for WLSC Department is December 3rd.

IV. Speech 180 (Laura Mosier)

Laura invited colleagues to visit and sit in one of her Argumentation and Debate classes. This will encourage students and help the group as a whole know what the class is doing.

Students are currently conducting debates on Tuesday's and Thursday's in rooms 316 and 304A. Laura will email Jose the times. She stated that the debate that took place in the college center was well attended. Laura

stated that both Sergio Lopez' area and Jesus Valenzuela are to be thanked for their cooperation in preparing for this event.

V. Adjunct Evaluations (Jose Ruiz)

Jose reminded faculty that adjunct evaluations are to be performed this academic year. He asked if they would like him to prepare a small workshop to review evaluation procedure and sample templates. Faculty was in consensus that a training session would be appropriate prior to beginning evaluations.

He also informed them that the evaluator must be a tenured faculty member and that compensation is available.

VI. Program Review (Jose Ruiz)

Program review needs to be assessed. The WLSC Department must see what they have accomplished since the last program review and where they would like to be next year. Laura Mosier commented that she would like to keep abreast of changes implemented by the institution. This would help them know if they are on track with courses or changes that are offered. This impacts program review requirements.

VII. Other

a. Overload Forms (Jose Ruiz/Grace Espinoza)

Overload forms need to be submitted for instructors teaching six or more units of overload. The WLSC Department was distributed forms which need to be turned in to Jose Ruiz for approval.

b. Dean's Office (Laura Mosier)

Laura commented that she would be encouraged to see the Dean's office more involved in matters that concern the WLSC Department. She would like to know if classes are added or deleted and if changes are made that will affect them as a department. Jose Ruiz stated that Dean Brian McNeece is currently sending out emails updating the Arts & Letters Division as a whole.

VIII. Adjourn

M/S/C J.Ruiz/L.Mosier motion to adjourn at 5:01 p.m.

Recording Secretary: Grace Espinoza