

Minutes

WORLD LANGUAGES & SPEECH COMMUNICATION DEPARTMENT MEETING

Wednesday, January 30, 2013
Arts & Letters Conference Room, 2780d

MEMBERSHIP

- ✓ Jesus Esqueda, Counseling Liaison
Lisa Mendoza, Faculty Representative
Laura Mosier, Faculty Representative
- ✓ Bruce Page, Faculty Representative
- ✓ Javier Rangel, Faculty Representative
- ✓ Dr. Jose Ruiz, Faculty Representative (Coordinator)
- ✓ Romano Sanchez-Dominguez, Faculty Representative
- ✓ Glenn Swiadon, Faculty Representative

Recording Secretary: Toni Gamboa

MEMBERSHIP CHANGES

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES DATED NOVEMBER AND DECEMBER 2012

Approval of minutes was postponed until the next WLSC Department meeting.

SPRING 2013

AMSL

Classes are doing well. Most classes are at 100% fill rate.

Arabic

There was a problem with the instructor who underwent surgery; however, Dr. Ruiz was able to cover his classes.

French

There was concern regarding French 201 which only has 12 students so far marginally acceptable. Second semester class has 28 or 29 students enrolled. High enrollment is attributed to changing the schedule from 4 days a week to 2 days a week.

Spanish

Regretfully, had to cancel three 220 classes, merged one of the 220 classes and cancelled one 110 class. Still have some classes which are not completely filled. This is the first time Spanish has

had so many class cancellations. This is an important factor to consider when preparing the schedule for the Fall. Since the Instruction Office will be taking care of the schedule, hopefully the department will have some input. Additionally, the sudden enrollment changes will need to be explained in the upcoming Program Review.

Speech

Classes are doing well. This semester WLSC was approved to hire a new full-time temp as well as a part-time instructor through Equivalency. With the hiring of the full-time temp and part-time instructor it allowed nine Speech sections with 100% fill rate not to be cancelled.

SHORTTERM CLASSES

AMSL

Dr. Ruiz will contact Liisa Mendoza to see if she is interested in teaching Short Term classes which will begin in March.

Speech

Dr. Ruiz will be speaking to Sabrina Worsham who has shared an interest to teach an additional section.

SUMMER SESSION 2013

Full Schedule

IVC will be offering a full Summer Session. Kathy Berry proposed to change the date of the Summer Session to coincide with local high schools and university graduations. This will allow for more interest from various groups. Dr. Ruiz will be obtaining information at the next Instructional Council meeting and will forward information via e-mail instead of waiting for the next WLSC Department meeting to decipher information.

FACULTY EVALUATIONS

AMSL

Speech

Item was not discussed since no one from the area was present.

SLOs AND PLOs

- **Mandatory Meetings (2)**

There is a change regarding the mandatory meetings. Last semester departments were required to meet twice a month. This semester departments are only required to meet twice per semester, once at the beginning of the semester to discuss SLOs from the previous semester, and once towards the end of the semester to turn in the SLOs for the current semester. Please assess one SLO per class and a different one than previously

assessed.

- **Post on Department Website**

Dr. Ruiz is required to post the WLSC Department meeting minutes on the website. He requested notes from the faculty for the month of December to include as minutes. He will provide an explanation on the website regarding meeting to discuss SLOs during the month of December instead of as a department.

PROGRAM REVIEW

Health Check

Dr. Ruiz requested that the faculty evaluate a health check of enrollment for their programs. Trends as to any changes in enrollment observations must be explained. For instance in French, changes in enrollment due to the schedule change from 4 to 2 days a week should be included. In Spanish, Javier Rangel stated that in his Span/Huma 262 course, there appears to be more students enrolled as declared Humanities majors than Spanish majors.

Also, Dr. Ruiz informed the WLSC faculty that there are still \$3,000.00 dollars of instructional supplies monies available. No one item costing more than \$500.00 may be purchased. No hardware or equipment purchases. Unfortunately, no IPADS may be purchased. An LCD projector is being considered as well as a digital camera. Dr. Ruiz will speak to Kathy Berry for clarification on the specifics. Program resource requests are due by Thursday, February 14, 2013.

- **Analyze Data**

AMSL, Arabic, French, Spanish and Speech have been asked to analyze the health of their program. This is the annual program review, not the comprehensive program review. Analyze data for the entire year 2012-2013.

- **Program Pathways**

- 2 year program pathway
 - Prepare a plan to complete the program within a two year period of time. Assess how many students are declared within a major and then offer classes accordingly.
- Due end of February

- **Master Schedule**

Master Schedule is to reflect a two year plan.

DEPARTMENT WEBPAGE

Webpage should include the following information:

Major Description

Student Learning Outcomes

Course of Study
Program Review
Gainful Employment Information
Contact Information/Faculty (Optional)

- A template is being created. As soon as Dr. Ruiz receives the template he will forward it to the WLSC full-time faculty.

DISTANCE EDUCATION PROGRAM

Pending

A sub-committee is being formulated to analyze data including student retention and success rates. If interested in teaching online, Dr. Ruiz suggested interested faculty generate a shell, sample course to be considered for evaluation. According to the Accreditation report, DE needs to offer more workshops for faculty on pedagogical tools to enhance online courses.

ACTION ITEMS

None

ADJOURNMENT

Meeting was adjourned at 4:17 p.m.