



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706 (714) 564-6000

DEPARTMENT of MODERN LANGUAGES. Javier A. Galván , Department Chair.

MINUTES of MEETING WITH ADJUNCT FACULTY (August 22, 2013)

1. **Enrollment Numbers:** Javier reported on the positive enrollment figures for fall 2013. Our new program of CHINESE 101 is full, and it even has a waiting list.
2. **LEARNING CENTER**
Javier reported on the new role that our department in the newly-created Learning Center. He handed out a list of all the Direct Learning Activities (DLAs) available now to use. We still have a small budget to develop a few more activities during the fall semester.
3. **Language Lab and New Online Lab Materials (Connect & iLrn)**
Javier reported on the status of lab materials for the languages programs in our department.
 - Spanish and French are using software that is all online now (*Mundo 21, Puntos, Liaisons*).
 - Chinese will do all the work on Blackboard and Vietnamese in the lab D-301.
4. **SLOs included in the SYLLABUS are mandatory now.**
A. Incorporate about 3-4 of them into syllabus (see samples)

LEARNING OUTCOMES

- To use listening and speaking skills in a variety of small and large group activities.
- To analyze reading segments on a diverse number of cultural topics.
- To express personal opinions and perspectives on specific readings.
- To engage in discussions about creative and artistic ideas.
- To review and improve usage of appropriate grammatical points which include relevant vocabulary, verb conjugations, and regional usage of common lexicon.

5. Semester evaluation of SLO: CRITICAL THINKING and REASONING.

Javier provided 4 options that individual teachers can use to assess this SLO at the end of the semester.

This is a MANDATORY assignment, and it is part of a crucial assessment project for our department.



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MINUTES of DEPARTMENT MEETING WITH FULL-TIME FACULTY (August 23, 2013)

6. **Enrollment Numbers:** Javier reported on the positive enrollment figures for fall 2013. Our new program of CHINESE 101 is full, and it even has a waiting list.

7. **AAT in SPANISH (get it approved this coming year) CSUF and CSULB will only accept these transfers.**

Leticia reported on the extensive work she has done to complete the template following the state guidelines. She will follow up with a meeting with Paula Canzona, our articulation officer.

8. **LEARNING CENTER**

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9. **LEARNING CENTER COMMITTEE (meets on Wednesdays every 2 weeks) = We NEED A REP.**

Karim Issa agreed to serve as the department's representative at the Learning Center Committee.

10. **Language Lab and New Online Lab Materials (Connect & iLrn)**

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6. Semester evaluation of SLO: CRITICAL THINKING and REASONING.

Javier provided 4 options that individual teachers can use to assess this SLO at the end of the semester. This is a MANDATORY assignment, and it is part of a crucial assessment project for our department.



MINUTES FROM MEETING WITH FULL-TIME FACULTY (September 26, 2013)

Present: Karim Issa, Leticia López-Jaurequi, Martha Guerrero-Phlaum, and Javier A. Galván

1. Minutes from the previous department meeting were unanimously approved.
2. Javier reported on the FALL 2013 enrollment numbers for the department.
3. Javier provided the SLO Report and Statistics from Spring 2013 assessment (Listening Comprehension) .
4. Class evaluations were assigned as follows: Leticia López (Marguerite Nguyen), Javier Galván (Araceli Amezcua), Martha Guerrero (A. Covarrubias) and Karim Issa (Anyi Shieh).
5. Javier presented a report on the Learning Center, its uses, and the potential for growth. The lab rate of pay was not renegotiated with the district after all (currently 85% of an LHE).
6. DLA creation. Javier requested that they be created this semester in order to use the budget from the Basic Skills.

Language and DLAs	Completion date?	Class or DLA	Completion date?
Chinese 102, (3) Shieh, Anyi	November 1, 2013	SPAN 195ab, Martha (2-4)	
Fren 101/102, (4) Nguyen, M.	October 20 / Nov. 10	SPAN 202, Leti (2)	
French 101 reading, Issa, K.		Japanese 101, Manami Ito	Hiring clearance?

7. The department decided to participate in the ONLINE TEACHING TRAINING for full-time faculty in the Spring 2014 semester. Martha will be our liaison with the Distance Ed office to sign us up.
8. DEPT PAPER REPORT next year in October 2014. This topic generated a lively debate given the amount of work that it entails. The department agreed to start organizing materials and data since the Spring 2014 semester, and meet 3 times for working meetings in the summer to analyze all the data, develop the narrative, and organize the statistical report. While all full-time faculty will contribute towards writing parts of the report, the department chair will put it all together following the college guidelines provided by the dean and the Curriculum Council Committee. This topic then led to the discussion of who would be department chair after Javier's term is over at the end of Spring 2014. After discussing the topic and potential options, the department voted unanimously that **Javier Galván will serve as chair** for another round of two years (2014-2015 and 2015-2016). We'll decide later who will follow Javier in the rotation as department chair.
9. The department approved the content of FORM I to define the discipline requirements with Human Resources.
NOTE: Still need (2) signatures.
10. Javier presented the Department Resource Allocation Request based on the needs of our department and linked to the department SLOs, the college's mission, and the SAC funding priorities. Part of the request already proved useful as the department received another 19 LHE for the Learning Center (5 in spring, 5 in fall, 4 in intersession, & 5 in summer).

11. Leticia López presented the latest developments on the AAT degree in Spanish and her meetings with Paula Canzona. She has gone through multiple changes, and it is just about done now. The next step will be to get help with Curricunet to post the degree.

12. QUADRENNIAL REVIEWS were assigned as follows:

Courses up for review	Instructor assigned	Due date
French 201, 202 (and honors)	Karim Issa	October 15 and October 30, 2013
Spanish 212	Javier Galván	October 5, 2013
All LABS: Span, Fren, Viet, Chns, Japn	Javier Galván	October 12, 2013
Spanish AAT degree (State)	Leticia López	Ongoing

Minutes submitted by Javier A. Galván.

The Modern Languages Department serves and educates the diverse communities at Santa Ana College through its course offerings in Spanish, Vietnamese, and French. The Department's foreign languages programs embrace all delivery methods, including traditional in-class instruction, as well as online and hybrid platforms. Its offerings prompt broad learning in its students by fostering critical thinking through literary analysis, cross-cultural competency, development of multiple rhetorical styles, exposure to a variety of artistic movements, improved writing of expression through the mastery of grammar and form, and overall academic literacy and achievement. In sum, the Department's curricula seek to instill critical literacy and conversational skills across languages that enable students to transfer to four-year institutions and succeed in their academic and career goals while also preparing them for the global, multilingual, and multicultural world they will encounter afterwards.



Minutes for the meeting with full-time faculty on October 31, 2013

Present: Javier Galván, Karim Issa, Leticia López-Jaurequi, and Martha Guerrero-Phlaum

1. Members approved the Minutes from last meeting.

2. UPDATES and REPORTS:

Class evaluations	Leticia – done, Karim – scheduled visit, Martha – done, Javier – done
Form I to H.R.	Javier will move it up the next step to the Humanities Senate Rep. and up the latter.
Schedules	Intersession 2014 completed for Spanish and French; enrollment will start soon. Spring 2014 is ready. We'll have Japanese next semester, and the Chinese program has grown to 15 units per semester.
DLAs	Javier reported on the stipends for DLA creation. Also, he reported on the status of upcoming DLAs in development. We are getting close to the goal of developing 40 DLAs in all the languages we offer.
Cengage Textbooks	Javier reported that new contracts are completed and ISBN numbers are ready for Spring 2014. French books will be \$65 each with 6 month ILRN access; SPAN books will be \$70 also with ILRN.
Curriculum	AA-T in Spanish = Leticia reported that it is almost ready and should be uploaded to Curricunet. Martha reported that Italian courses (120, 121) were created and approved by the Humanities Curriculum Committee. We met the deadline to be considered for first reading and be included in the 2014-5 catalog. The next step is to face the Curriculum and Instruction Committee. Martha will create the SPAN 198 course on Latin American culture, cinema and literature. Karim, Javier, Leticia, and Martha reported on the status of Quadrennials: SPAN 212 = completed and approved by Curriculum Committee N09 Labs for all 5 languages = completed and already being used to pay faculty at the LCenter . French 201, 201H, 202, and 202H
Share Point as a repository of info	Javier reported that we are only posting files that we already have. We will not create anything else that implies more work, technological frustrations, or redundancy of purpose.

3. ACTION ITEMS

ITEM	RATIONALE and DOCUMENTATION	ACTION TAKEN
All the members of the department approved changes to Department Mission	Added info on the additional languages previously not included (Chinese, Italian, and Japanese).	Javier will post it in the new SharePoint website and the department Website
The department reviewed the Department Goals and made multiple suggestions	See chart for suggestions and corrections implemented	Javier will create the new and updated version of the department goals.

NEXT MEETING: THURSDAY, DECEMBER 5th at 2 pm.

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