Foreign Language Department  
Meeting Minutes  
10/12/21  

Attendance: A. Andrade, M. Barrio de Mendoza, A. Class, D. Factor, A. Gard, A. Moina, N. Yoshida  
M. Lopez, H. Zhao  
D. Breckheimer, M. Hernandez, S. Kushigemachi, H. Wada  
Not in attendance: C. Sotolongo (?)  

Announcement:  

- Spring Schedule – Deb  
  o Please sign and send your schedule back to Michele  
  o An explanation on website is needed for students regarding hybrid and face to face classes.  
- VHL Workshop October 21st – Scott  
  o An invitation was forwarded to the French and Spanish instructors.  
  o The workshop will be recorded if you can’t attend.  
- Transcript – Scott  
  o No solution with live transcript on Zoom other than turning off transcription feature or explain to students who find it distracting to turn off individually themselves.  
  o SRC can get transcription accommodations for SRC students.  
- Division Office/Back on campus – Deb  
  o Division office will be open on campus starting 11/15 with staff on staggered schedule.  
  o Upload picture of vaccine card by 11/8  
  o Instructor’s office hours  
    ▪ Concerns with meeting students inside office – possible to use tables at the end of hallways as meeting area.  
    ▪ Instructors found that with zoom, more students have been coming to office hours than before lock-down.  
    ▪ Deb will look into the ratio of online/face to face office hours.  
- College Night - Meta Major – Deb  
  o 11/10/21 5:00-7:30  
  o Humanities has a table  
    ▪ Argelia volunteered from 5:00-6:00  
    ▪ Need more volunteers to represent Foreign Language!  

General Business/Report:  

- SLO - Andrew  
  o SLO/PLO 100% completed! Thank you!  
  o For this semester, will use upgraded Nuventive. Andrew will upgrade instructions.  

Other:  

- Accommodation issues-  
  o Possible to invite Gary Grecco to next meeting to address SRC student issues.  
- Evaluations-  
  o Not required to visit both classes when evaluating an instructor who has two sections.