

## Foreign Languages Meeting Minutes

November 3, 2020

Attendance: A. Andrade, M. Barrio de Mendoza, A. Class, D. Factor, A. Gard, A. Moina, C. Sotolongo, N. Yoshida  
F. Kemitch, M. Lopez, R. Pescatori, A. Sato, A. Vardazaryan  
M. Hernandez, S. Kushigemachi, R. Martinez, S. Sabio, H. Wada

- Proctorio Survey – Scott
  - State may not fund Proctorio any longer and may need to find another service
  - Ask Scott for survey link
- Questions for Ryan Martinez, Instructional Designer
  - Email address: [mmartinez@elcamino.edu](mailto:mmartinez@elcamino.edu)
  - Ryan can help with:
    - Universal Design
    - ADA Compliance
    - Educational Resources
    - Third -Party tools
    - “Best” Practices
    - Multimedia Materials
    - General Canvas Questions
    - Others

- Ryan’s pdf presentation:



11.3.2

Presentation.pdf

Ryan was able to answer some of the questions that were submitted by the FL faculty. List of questions on page 3.

- SPAN 1 Follow-up
  - Chapter 7 will not be covered this semester and spring '21. Will discuss at a later date whether to continue when classes return to campus.
- Credit by Exam Process –
  - Direct students to the Formstack form:  
<https://elcamino.formstack.com/workflows/creditbyexam>

- Eligibility information is on the form.
- Scott will receive the Formstack from Admissions once the student completes and pays for the credit by exam. Let Scott know if you want to opt out of giving credit by exam. Helen will contact student on instructor preference and forward student's information to instructor giving the exam.
  - Provide Scott with the finished exam and grade. He will submit to Admissions the credit by exam grade along with the exam to support the grade earned.
- Review Planning Recommendations Feedback
    - Rec 1 (Cleaning the classrooms) – downgrade to the bottom but it was recommended that it should be listed.
    - Rec 3 (Maintain/Update Smart classrooms) – should be top priority. Should include FL lab. Examples: keyboards, keyboard trays, and broken furniture need to be replaced.
    - Rec 4 (Increase FL lab hours and hire full-time or two part-time lab coordinators) – leave in recommendations. Scott mentioned that there might already be money in the budget.
    - Rec 5 (Offer more 52A courses) – downgrade toward to bottom but needs to be reworded.
    - Rec 6 (Revise curriculum and major requirements for French, Chinese and Japanese) – maybe do Japanese first, take out Chinese, then do French.
    - Rec 7 (Create and teach Online/Hybrid courses) – skipped
    - Rec 8 (Advocate more classroom space) – take out
    - Rec 9 (Textbook vouchers) – specify which languages since Spanish and French already have vouchers from Foundation accounts.
    - Rec 10 (Faculty discussion on how to secure program growth) – skipped
    - Rec 11 (Overt marketing campaign to secure program growth)- lower \$ amount and downgrade recommendation.
    - Rec 12 (Partner with learning communities such as Student Equity, FYE, and Puente) – keep in recommendations. Have better communications with these programs to help each other.
    - Rec 13 (Collaborate with the counseling division, academic senates, and articulation officers) – take out, goals have been met.

## Questions for Ryan Martinez, Instructional Designer

Getting to know you:

- What kind of questions should we ask you (and not Moses or Gema)?
- Knowledge of foreign languages? (Speaking, listening, reading and writing skills)
- Will you be able to offer advice in terms of design, accessibility, and equity of the content we are putting online?
- When we set foot on campus again, will you be able to advice on new language learning software for the foreign language lab?

Program-specific questions:

- Are you familiar with the VHL Central integration into Canvas? (French, German, Spanish)?
- Are you aware of similar digital platforms for Japanese and Chinese?
- Will you be able to provide support and advice for the promotion of foreign language learning?

Software questions:

- I am using the instant messaging Pronto app for quick interaction with students as well as for some practice and review. Anything similar in the market that we could use if ECC decides not to keep Pronto?
- What does a "well-designed" (i.e., user-friendly, easy to navigate, appealing to students) Canvas course site layout look like? (Are there actual examples or even templates available you could possibly show/share with us)?
- Are there any "best practices" tips (i.e., course site design/layout-wise DOs and DON'Ts) you could share with us?
- Any word yet on what's being considered as our replacement for Proctorio? (Not sure if this question should be directed to Ryan, however.)