

## Foreign Language Meeting Minutes

5/5/20

### Attendance:

Argelia Andrade	Zeina Chakhchir	Debra Breckheimer
Maria Barrio de Mendoza	Francesca Kemitch	Scott Kushigemachi
Alicia Class	Mari Lopez	Helen Wada
Andrew Gard	Rosella Pescatori	
Andres Moina	Aiko Sato	Maribel Hernandez
David Shan	Arpine Vardazaryan	Sabra Sabio
Carmen Sotolongo		
Nina Yoshida		
Donna Factor (not present)		

### School Business:

- Fall Survey – Debra reminded everyone to make sure to submit survey. She streamlined the choices but is open to suggestions.
- Online teaching parameters and guidance from Crystal Martin
  - All resources will be available on the new [Best Practices page](#) on the Online and Digital Education Webpage. We currently have best practices for Regular and Substantive Interaction and Student to Student Interaction, as well as recommended procedures for adding students from the waitlist as this process works differently when students can't physically show up for the first day of class. We will shortly be adding Best Practices for Accessibility and Using Plagiarism tools. Moses will be sending out the Waitlist information to the faculty teaching when we get close to that time for Summer term. Regular and Substantive Interaction and Student-to-Student Interaction, as well as Accessibility will also be covered in SPOCK for those who are taking the training.
  - Chancellor's office will be lenient on contact hours for this spring semester but not for summer session onward.
  - Instructors need to be certified for online teaching. If cannot be certified, choose hybrid option.
  - For current enrollment (high school students), direct them to Scott if you feel the student is mature enough to take a college level foreign language class. He will sign off the forms electronically.
  - Be Flexible without diluting curriculum. For Foreign Languages, it was agreed that synchronous class is better but concerns raised with students not able to "attend" class. Offer alternatives, recorded lectures for example. Questions on "conduct" during class – how to handle students still in bed or not properly dressed. Set parameters but be flexible regarding students who have limited access to equipment or quiet area to be in class and be aware of special needs students.
  - Auditing is still available but as of yet, there is no electronic form to audit a class.
  - Direct any level clearance questions to Scott. He will direct the student to the proper instructor to determine proficiency level.

- Graduation – see Helen’s message sent out today @ 10:11 am. Commencement will be online this year. Details will be on the ECC website. Faculty who are required to participate have been sent an email.
- P/NP
  - P/NP option is permanent. Once student makes decision for P/NP, it cannot be changed.
  - If student asks about letter grade or P/NP, send them to the counselors. Do not advise the student.
  - Drop list after May 8<sup>th</sup>, before May 15<sup>th</sup>. Sent to Lillian Justice.
- Credit by Exam
  - No Credit by Exam will be offered for now.
  - Possible to open more FL classes up for AAT since Credit by Exam is not available?
- SLOs Maria
  - The SLOs on syllabi should match the SLOs posted on Nuventive.
  - Japanese 25 is the only course to be assessed for Spring 2020.
  - PLOs for fall 2019 are due next week.
- Curriculum
  - The hours to unit project – Deb  
Hours vs units are out of sync
    - First step completed by Chelsea Henson  
Chelsea looked into other schools for what changes can be made.
    - Next step will require your participation  
Debra and Scott will send out an email to get faculty input.
  - Non-DE approved classes – Scott
    - Span 5/6 and 24 have been approved.
    - Conversation and other 24s weren’t approved officially yet but getting approval does not mean that classes will need to always be online.
- Block Scheduling – read document forwarded by Scott; give feedback to your senators
- General check in/questions/issues
  - Bookstore will be sending out information on text books. In the meantime, contact Charlotte regarding e-books.
  - Alicia brought up that Spanish and French instructors meet to discuss using Vista in a uniform way. Maybe meeting with Vista publisher at a later date.
  - Aiko and David suggested that Japanese instructors also get together since Japanese has the most part time instructors.
  - Part-time instructors introduced themselves.