

## MINUTES OF FOREIGN LANGUAGES MEETING 3-3-2020

DATE AND TIME: 3/3/2020 1:15  
PRESENT: Debra Breckheimer, David Chan, Argelia Andrade, María Barrio de Mendoza, Alicia Class, Donna Factor, Andrew Gard, Scott Kushigemachi, Andrés Moina, Rossella Pescatori, Sabra Sabio, David Shan, Carmen Sotolongo, Nina Yoshida  
LOCATION: Humanities 316

### AGENDA

#### SCHOOL BUSINESS

Debra Breckheimer led the meeting requesting that faculty check their rosters carefully to avoid the need for late add petitions.

#### CURRICULUM

Debra announced that the issue of aligning hours with units is currently being worked out by Chelsea Henson and Debra will inform the foreign languages faculty with any new developments.

Argelia Andrade spoke about offering non-credit Spanish courses in the fields of hospitality, business, law and medical. The group voted unanimously in favor of offering these courses.

#### SLOS

Debra thanked Andrew Gard for taking over the SLO job beginning in Fall 2020 from María Barrio de Mendoza.

María Barrio de Mendoza reminded the faculty that SLO reports are due on Friday, March

6. Next, she showed the group a list of courses and programs to be assessed this semester:

- Chinese 1 - David Shan
- French 1 21, 22- Alicia Class
- French 2 - Andrew Gard
- German 2 - Christopher Stevens
- Italian 1 - Rossella Pescatori
- Japanese 2, 4, 25 - Nina Yoshida
- Spanish 1 - Donna Factor
- Spanish 21, 11 - Andrés Moina
- Spanish 3 - Carmen Sotolongo
- Spanish 5, 6, 52B - Argelia Andrade

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PLO #2 for Spanish (Reading) - Donna Factor

### ONLINE CERTIFICATION

María Barrio de Mendoza, who is teaching a hybrid Spanish course this semester, informed

the group that her class numbers were cut in half this semester because it was unclear to the students that they would have to be on campus. Debra Breckheimer suggested contacting Pete Marcoux about his practice of contacting students ahead of time and has not experienced large drops in numbers in his classes.

Debra Breckheimer urged the faculty members to get certified for teaching hybrid and online courses, as these courses fill up quickly and will be competitive with surrounding colleges. She expounded the benefits of offering online classes saying that they give faculty greater flexibility with their schedule and that if numbers are large in online courses then she can better advocate to offer the on campus courses that have lower enrollments. She said that there is a population of students for full on line courses, including non El Camino students, but that becoming certified involves lots of front loading.

Debra announced an upcoming 8 week online learning and teaching course with Canvas beginning April 6, whose course content is 15 flex hours. The course offers the following:

- Training in Canvas.
- Guidelines and best practices for online instruction
- The basics of instructional design for online courses.
- A structure for beginning your own course development.
- Background in key policies for teaching online in our system including state and federal requirements for interaction with students in online courses, general guidelines for accessibility requirements, and a basic understanding of fair use and copyright.

Completion is worth 15 flex hours, and successfully completing the final assessment clears

you to teach online at El Camino and other institutions that honor our credential.

### SCHEDULE REQUEST ADJUSTMENTS

Debra showed the foreign language faculty the revised grid for course schedule requests,

stating that rotation remains the same. She eliminated most courses with a Friday

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schedule. She requested that faculty look at where they are in the rotation first and then make their request. Starting Spring of 2021 she will eliminate the possibility of saying no, except for on Saturdays which is stated in the contract. The faculty will now be requesting their *preferred* times. She explained that if a course schedule seems unfair there is a reason behind it.

Overload requests: Debra explained that only when other faculty get their course assignments will overload requests be granted.

### SCHEDULING CHANGES

Debra announced that classes can no longer be scheduled during the college hour even if they are taught by full-time instructors.

### OTHER

**Credit by Exam Spanish 4:** Scott Kushigemachi asked the faculty to clearly decide about

Credit by Exam for Spanish 4, which had been technically approved but was discouraged by faculty. A vote was taken and the faculty voted unanimously not to offer Credit by Exam for Spanish 4. Scott reminded the group that the DCC still has to vote on it. Scott said that starting in Fall 2020 the Credit by Exam for Japanese and Chinese will be eliminated.

**Language Lab usage Carmen:** Debra brought up the topic of Language Lab usage put forth by Carmen Sotolongo, saying that some instructors have used the Language Lab for entire class periods of 2 ½ hours. This creates scheduling conflicts with other instructors who wish to use the Lab to give tests. It also confuses the issue of whether the course is a lab course, which is counted differently. Andrés state that the Lab is generally used properly and only in exceptional moments is it used for longer periods of time such as when a class normally held in a trailer needed to meet elsewhere.

**Trays for the Lab:** A motion to purchase trays for the lab with Foundation money in the amount of \$2,234 was put forth by Andrés. The faculty voted unanimously in favor of the motion.

### ANNOUNCEMENTS

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David Shan announced his retirement effective the end of this semester. We will all miss him!

Alicia Class announced Francophone Day on March 20th and the group discussed possible activities and locations.

Rosella Pescatori put forth idea for a Foreign Language Event with film, speakers, music and food.