

## Department of World Languages and Literatures

Faculty Meeting Minutes

Wednesday, December 7, 2011

3:15p.m. to 4:45p.m.

NH 491F

### Attendance

Jennifer Perlmutter (Leading), P Basci, S Boero, K Burnham, C Breedlove, J Ceciliano, R Chakerian, E Cortez, A Dolidon, S Freels, N Friedberg, K Godfrey, G Greco, M Hickey, J Holt, O Kisselev, G Kogan, L Kominz, L Kondilis, E Konomi, T Menke, D Nguyen, E Nunez, J Pease, D Sbait, A Sedighi, C Sloan, D Thompson, S Thorne, E Wagner, S Walton, I Warnock, J Waruhiu, S Watanabe, K Yoon

### Study Abroad Presentation – Alyse Collins (study abroad adviser)

- Study Abroad at PSU is coordinated by utilizing a variety of outside partners such as OUS, CIEE, AHA, SIT, IFSA-Butler and IPSL. PSU also has several Direct Exchange Programs and short-term faculty-led Programs.
- There are various options for Study Abroad: length of time, number of credits, location and costs that are outlined in the provided brochure.
- The Education Abroad office at PSU requires that the program be a PSU approved program and that students take classes for a grade only (A-F). There is no Pass/No Pass option.
- Students pay program fees in lieu of PSU tuition. These fees are run through PSU student accounts. Financial aid (grants and loans) can go towards program costs. There are many scholarships students can apply for in order to ease the financial burden of studying abroad.
- Not all programs require language proficiency. There are many programs for students who are not yet proficient in a second language.
- Generally, students must have at least sophomore standing and a 2.75 GPA to qualify.
- Study Abroad has partnered with Portland Public Schools to create “Portland State Reporting Live,” a Capstone course that connects Portland middle school classrooms with PSU study abroad students with an interactive blog. Two of our former student workers have participated in this Capstone: Jordan Horner in Spain and Sara Schlotter in Germany.
- WLL faculty is encouraged to inform students about the upcoming Education Abroad Fair Thursday, January 26, 2012 in SMSU Ballroom from 11:00 a.m. – 2p.m. There are also weekly information sessions at noon on Tuesdays in East Hall 331. Drop-in advising is held Wednesdays from 1 - 2 p.m. and Fridays from 10 - 11 a.m. Students should check in at East Hall 101 for drop-in advising.
- The next brown bag presentation will be held on Wednesday, February 1st from 12 – 1 p.m. in East Hall 219. PSU student Sarah Kinney will talk about her recent study abroad experience in the Netherlands. Pizza provided.

### Announcements

- Michael Anthony will be leaving WLL for a position in Financial Aid. His last day will be December 23. D Nguyen will post the position on the HR website.
- Pat Wetzel is leaving her Associate Chair position to be the Interim Vice Provost of International Affairs starting January. Pelin Basci will replace her as Associate Chair.
- A reminder that grades are due at 5 p.m. on Tuesday, December 13. WLL staff can help you.
- You have until December 9<sup>th</sup> to migrate your email to Google mail. If you do not do it yourself, it will be done for you. OIT will be staffing BHB 225 (a.k.a. “Training Room”) MTRF from 9:00 a.m. – 4:00 p.m. next week for drop-in questions. For further workshops, see: [google.pdx.edu](http://google.pdx.edu).
- The University will be closed December 24 – January 2, 2011. Furlough leave does not affect pay of faculty on a 9-month contract.
- Perlmutter will be away December 12-22; Wetzel will be Acting Chair.
- D Nguyen will be out December 16 – January 5.
- Basci, Sbait and Sedighi are hosting a Content-Based Language workshop March 17 and 18, 2012 for teachers of Middle East languages. This is largely grant funded. The Middle East Studies Center will be providing regular updates.
- The WLL recipe calendars are here! Thank you to WLL’s PR committee, headed by Annabelle Dolidon for its conception and execution, and to our work study student, Anna, for the graphic

design work. Calendars are for sale for \$12/ea., 3 for \$33 or 5 for \$50. Make checks payable to PSU World Languages and Literatures Department.

- Perlmutter has had to put a freeze on the WLL Foundation account in order to build it up again. Her priority is to reinstate travel grant matches for conference travel.

### **Enrollment**

- There are currently 13,037 SCH as of today, thirty fewer than last December 10<sup>th</sup>.
- PSU orientations are ongoing and this number should subsequently increase.

### **Searches**

- Spanish has completed its review of candidate dossiers. Cortez and Sloan will interview approximately 20 applicants at the MLA Conference in Seattle January 4-8, 2012. Finalists will be selected and invited to interview at PSU by the end of January.
- Arabic: Deadline for applications is mid-December. First interviews will be conducted by Skype and phone in January.

### **Faculty Development Program (further information available at: <http://www.pdx.edu/oa/faculty-development-funding-opportunities>)**

- Travel grant allotment is currently \$200,000/yr. and is up for bargaining again. Faculty is eligible to apply for up to \$1500. Submission is now online.
  - In the fall, there was a 71% funding rate and all the applications funded were fully funded.
  - The most important question your application should address: “How important is this particular trip to your professional career?” Your application receives a 0-5 grade based on how well it addresses this question. Senior faculty should make an extra effort to justify the benefits to their career.
  - Other questions to consider: were you invited to this conference? is this new line of research? are you hosting a workshop or chairing a committee in addition to presenting a paper?
  - Indicate what the consequences will be if you not attend this particular conference.
  - Show how important this event is compared to others.
  - Some key words to possibly incorporate: “premiere”, “expert”, “negatively affect”
- Faculty Enhancement Grant allotment is currently \$400,000/yr. and is up for bargaining again as well. Faculty is eligible to apply for up to \$12,500. Submission is now online.
  - This grant supports a broad range of scholarly activities from discovery to interpretation. It is not meant to aid you in developing new programs.
  - Demonstrate in your application how this grant will further your career / professional development. Senior faculty must make an extra effort to justify the benefits to their professional development.
  - Address the scholarly import as well as the context of the project.
  - Provide a separate, clearly labeled budget outline in which you provide justification for each item.
  - Indicate the outcomes of your project. If using students, indicate what they will do. Be realistic and specific.
  - Do not use jargon.
  - This grant can be used for course releases up to one year, but a strong case is necessary. You must show an unusual burden of time to meet a certain deadline.
  - This grant cannot be used for summer support.

### **Graduate Council (Sanders)**

- There was a discussion and vote by raising hands as to whether FL 560 or 598 should be offered in the fall. The majority vote went to 560 in the fall. Thorne proposed rethinking this division of classes in the future and possibly creating a two-term hybrid series.
- All MA & MAT students are expected to complete an exit survey upon completion of their oral exam. They will turn it in to our Graduate Admissions Assistant to put in our files.
- Once enough surveys are amassed, the council will evaluate them to better our programs.
- The plan for compiling feedback will begin when we have approximately five from each program.

### **Notice of Intent Not to Reappoint Letters**

- The Dean has asked all Chairs to issue a Notice of Intent Not to Reappoint letter to almost all fixed-term faculty. This affects all but one of WLL's fixed-term faculty members.
- Letters have been printed by the Dean's Office for Perlmutter's signature and will be either hand-delivered or sent to the faculty member's home address on file.
- This requirement is intended to give some budget flexibility to the incoming Dean Beatty.
- All fixed-term faculty can meet and discuss what this means for them with Perlmutter.

### **Important Dates**

- 12/11 Russian New Year celebration (12:00 p.m. - 3:00 p.m. SMSU Ballroom)
- 12/15 Digital Measures update for last completed academic year (2010-2011) due
- 1/9 Sabbatical leave packets due to CLAS (must come to me prior for letter)
- 1/15 Peer Review development plans due to dept. P & T committee
- 1/19 Winter Symposium: "Planning for a new budget model" (8:30-11:30am SMSU Ballroom) and "Strategies for investing in research" (1:00-4:00pm SMSU Ballroom)
- 1/26 Education Abroad Fair (11:00 a.m. – 2p.m. SMSU Ballroom)
- 1/30 Dean's P & T recommendations submitted to Provost
- 2/1 Study Abroad student brown bag presentation (12 – 1 p.m. East Hall 219)
- 2/17 Professional Travel Grant deadline (travel beginning May 1, 2012)
- 2/28 Faculty Enhancement Grants due in CLAS (must come to me prior)