Congratulations

- Inger Olsen has been recommended to be promoted to senior instructor.

Prerequisite override.

- Some of our office staff have been trained on overriding prerequisites for students. Please contact Sierra or Dzuan if you need help with overriding prerequisite for your students.

Scheduling

- Full time faculty with FTE at .50 or above should not schedule classes on Wednesdays at 3:15 because they need to attend department faculty meetings.

Budget

- There may be a possibility for cuts in course sections for this Spring term.
- Per the Dean’s request, all travel plans that are paid from E&G funds are frozen. However, faculty should still apply to the faculty travel fund for professional travel from OAA because there is travel funds budgeted per AAUP contracts.
- If students (not FLL GTAs) are going to conferences and seeking matching funds they should apply to AAA.
- There may be a reorganization of the University that will cause some departments to merge for budgetary reasons to save administrative costs. All Dean’s and Directors will be asked to work together to help figure out ways to cut costs in the budgets.
- All section’s budgets are in the process at this time. Each section head is requested to submit an excel spreadsheet with their projections for next year to Suwako.

Event Calendar

- Dzuan is in the process of creating a communal calendar for faculty and staff to access for all posting of events and meetings.

Grad Issues

Advising

- Each section should start to think about graduate assessments and in-take advising. Please advise your graduate students in either group meetings, one-on-one meetings, or during their orientations to help clarify expectations to help prevent future problems on their path to graduation. Please advice students who arrive out of sequence so they do not miss out on any important information that they will need for graduation as well.

Language Requirement

- The January 6th meeting that included French, Spanish, Japanese, and German came to a consensus to eliminate the extra language requirement for the MA, MAT, and MA FLL degrees. Faculty members voted unanimously in favor of this decision. DeLys Ostlund will prepare a curriculum proposal.
- Recommendation for the MA language requirements to dismiss the 4-year statute of limitations to a 2-year sequence of languages. DeLys Ostlund will prepare a recommendation for Graduate Council.

Search Updates
• Department made an offer to Anna Yatsenko as the Russian candidate. She has accepted the offer.
• The Arabic Search Committee has 3 finalists. They are expecting to meet with a candidate next week. After the interviews are completed, they will submit for recommendation.

Committee Updates
• 2nd round of curricular proposals are this Spring.

Coming Attractions
Feb. 11          Advisory council 3:15-4:45, NH 393A
Feb. 9           Faculty Development $$
Feb. 27-28       Scandinavian Sampler, CH 171
Mar. 4           Dept. meeting 3:15-4:45, NH 393A