Foreign Languages and Literature Department Meeting
Neuberger Hall 393A
October 4, 2006


MEETING CALLED TO ORDER 3:15PM

Congratulations to Manya Wubbold being named Honorary Consul of Guatemala.

Introduction of our new Assistant Spanish Professor, Fernando Fabio Sánchez.

Committee assignments distributed to faculty. Committee members to let Sandra know if they are unable or unwilling to serve on their committees. Robert Sanders, and Steven Wadley will be reviewed for promotion; Nila Friedberg has third-year review.

Part-time adjunct faculty may request annual reviews beginning this year. Criteria for these reviews will be developed.

Proposal to appoint an Italian Faculty member has been approved. Jennifer Perlmutter to chair the search committee. Inquiries and discussion of how new appointments are generated asked by Dr. Dirgham Sbait.

Dr. Freels asks all faculty to watch their classes and wait lists to make sure classes are at recommended size. FLL is the largest department in CLAS with an SEH reaching 14,500 this Fall quarter, and without a budget from the Dean’s office we still do not know what cuts if any with be announced Winter and Spring terms.

Two experimental classes are being taught this, Galina Kogan’s Russian 101, and Eva Nunez’s Spanish 494. Classes taped and streamed on a website for students within the classes at the present time. Implementation for distance learning of classes such as these could be planned for the future.

Faculty Activity Reports no longer required by the Dean. In their place an Electronic Survey will be sent to all faculty to file. Discussion prompted faculty to agree that Faculty Activity Reports are helpful for Sandy reporting on what accomplishments are made throughout the year, and also helpful for P&T and third-year reviews so Karen will file reports submitted in a folder within the department.

With five different audits being conducted at PSU fiduciary responsibility was discussed. Equipment loan agreements, personal reimbursements, using PSU as the delivery
address, using centralized billing whenever possible were topics discussed. Conflict of interest information handed out.

Procedures on travel also discussed. Anyone traveling must have a travel authorization filed, application for University Travel funds should be applied for first with the Department supplying seed money of $200.00 per trip. Travel reimbursement requests MUST be no later than 90 days after travel completion.

Cija reported that the FLL web site is under construction. Hand out of what she is working on given to all faculty to review. Faculty may e-mail her with any changes they wish to make. Cija also in the process of posting all syllabi on the website. Department will also collect copies of syllabi for a binder.

Undergraduate advising discussed. Section heads need to remind office who will be available in the summer for advising questions. Nick is in the process of making undergraduate advising worksheets for all majors. Spanish and Japanese have worksheets in place.

PAMLA conference may be held here next year. DeLys on organizing committee.

PT workshop will be offered by Dr. Freels for 3rd reviews.

Deadlines:
Oct. 13: curriculum proposals
Oct. 20: PT recommendations to chair
Nov. 7: begin peer review
Jan. 16: sabbatical applications

Coming Events:
Oct. 11-12: CLAC Conference (drop-in to sessions welcome)
Oct. 13-16: International Perspectives on Service Learning
Oct. 17: 12:00pm, NH 393A: What Can I Do with a Major in a Foreign Language
Oct. 18: 3:15pm, Advisory Council – postponed
Nov. 1: 3:15pm Department Meeting
Dec. 2: I Survived Fall Term Celebration

Action Item: Dr. Pat Wetzel asked for a Department Policy that campus groups, other departments, and special interest groups, not be allowed to come into classes to speak during regular classes time. After discussion she withdrew her request and each instructor will make the decision whether to let speakers in classes.

Meeting Adjourned: 4:30