Department of World Languages and Literatures  
Faculty Meeting Minutes  
Wednesday, January 10  
3:15 p.m. to 4:30 p.m.  
CH 124

Attendance  

Advising & Career Services: Greg Flores, Associate Director of Career Services; Aidee Casillas, Employer Relations Assistant; Jeanne Ellis, Internship Coordinator

Ideas from Career Services advisers:

- Think about including career-related learning outcomes in the course curriculum/planning
- As part of course assignments, perhaps have students type up a quick “resume entry” that summarizes the project/course and what they learned and how it might appear on their resume
- Help students find career-related meaning in their academic work
- Remember that the soft skills they learn in language and culture courses will help them keep a job
- It is a good idea to share with students our own academic and professional paths for reference and inspiration

WLL Website Update: Sanders

- We are making progress on drafting the new WLL website
- Fotolia is a good online resource to find pictures for new website
  - Nguyen to purchase the images
- Might not want to tie your language’s page to one thing/concept/place/image
- Marketing description plus bullet points

To do:

- Send Sanders images for your pages
- Think about a meta title and description to display on search engines

Budget update –CLAS hiring will prioritize:

- Cross departmental hires
- Fitting into research themes
- Potential for growth: Not taking students from other departments but bringing new students in
- Increasing retention

Important Dates:

1/13 Sabbatical applications due to Greco  
1/15 Textbook orders due for Spring 2017  
1/17 Advisory Council (3:15 p.m. – 4:15 p.m.; Stratford 311)  
1/24 Coffee with CLAS Dean, 1-2 pm, 335 Cramer  
2/1 Candidate’s THIRD YEAR REVIEW file due to P&T Committee  
2/7 WLL Department Meeting (3:15-4:45; Cramer 124: Finnish Room)  
2/14 Advisory Council (3:15 p.m. – 4:15 p.m.; Stratford 311)  
3/1 Begin NTTF First-Year Review  
3/7 WLL Department Meeting (3:15-4:45; Cramer 124: Finnish Room)  
3/14 Advisory Council (3:15 p.m. – 4:15 p.m.; Stratford 311)