Department of World Languages and Literatures
Faculty Meeting Minutes
Department Meeting: Wednesday, March 7
3:15 p.m. to 4:50 p.m.
CH 124

Attendance

Announcements:
• Thanks again for organization and participation in the many February events: the Diversity Block Party, Everybody Reads events, and the Languages and the Professional World round table.
• Cassio: Phi Sigma Iota – accepting invitations; inductees can apply to PSI-specific scholarships; contact Cassio for more information
• Annabelle: Faculty Senate
• Multi-section courses: GTAs and adjuncts will be asked to evaluate the class and their supervision
  o survey to went out via email
  o answers are anonymous
  o Gina to meet with supervisors to present oral summary

Governance Documents: Bylaws and Guidelines for Review
• Bylaws: 1 no, 0 abstention, 34 yes
• Guidelines for Review, Ranks, Promotion, Continuous Appointment and Tenure for Adjunct, Non-Tenure-Track and Tenure-Track Faculty: 0 no, 1 abstention, 34 yes

Student Conduct Procedures:
If you ever need an immediate 24/7 response, call 503-725-4404 (Campus Public Safety Office) or 911

Student Conduct Office
Office of the Dean of Student Life, 433 Smith Memorial Student Union, 503-725-4422
pdx.edu/dos/student-conduct-at-psu
“The mission of the Portland State University Conduct & Community Standards Program is to promote a culture of integrity and respect, as articulated in the Student Code of Conduct. The Office of Dean of Student Life administers the University's Student Code of Conduct, which provides a process for addressing student misconduct.”

• To submit a conduct complaint simply click on the "Student Conduct Complaint Form" link on their website. If you have supporting documentation that you would like to submit along with a complaint, please scan documents and attaching them to the online form.
• If student is behaving in disruptive way, the student should be informed they are being disruptive, and you should:
  o ask the student to please stop said behavior
  o if they do not stop the disruptive behavior, you can then call CPSO from class and have the student removed
Note: if you go to CPSO after your class to make a report, you will have to wait for said behavior to happen again in class and then call CPSO, they will not intervene if the conduct isn’t happening at the moment.

- **If you are afraid to talk to student**, go directly to the Student Conduct Office and make a report or file on their website.

**C.A.R.E. Team (Coordination Assessment Response Education)**


College students are reporting depression, anxiety, and suicidal thoughts or behaviors more and more on campus. Distressed is a term used to refer to students who have become unable to adequately cope with the stressors upon them. As a member of the Portland State University community, you are in a unique position to identify signs of distress and connect students to supportive services. The CARE Team’s goal is for you to be safe and successful.

- If the concern does not require immediate attention, you can submit a CARE report form on their website. The CARE Team will follow up with you on the same or next business day. Please note that if you are submitting a CARE report outside of the business hours of Monday-Friday 8am-5pm or during a university observed holiday, it will be reviewed the following business day.
- CARE team not is not required to investigate, but they might
- Please make sure to keep a paper trail of all of your reports, issues, concerns, emails, etc.
- Contacting the CARE Team can redirect the issue from the instructor to more qualified staff who can help students
- If a student is extremely distressed in class and you think it might be due to a learning disability, etc., reach out to CARE team

**Other Resources:**

- Women’s Resource Center: [pdx.edu/wrc/welcome-to-the-womens-resource-center](pdx.edu/wrc/welcome-to-the-womens-resource-center)
- Center for Student Health and Counseling: [pdx.edu/shac](pdx.edu/shac)
- Sexual Misconduct Prevention and Response: [pdx.edu/sexual-assault](pdx.edu/sexual-assault)
- Student Hospitalization or Medical Emergencies: [pdx.edu/dos/student-hospitalization-or-medical-emergencies](pdx.edu/dos/student-hospitalization-or-medical-emergencies)

**First-time Freshman who are declared majors**: Dean asks us to think of a way to improve retention

- First time freshman is a growing body of students at PSU—this is an important group to reach out to and connect with

**Ideas from faculty:**

- Foster a relationship with Admissions
- Interest in creating a new/different major/certificate program(s)
- Create more community campus events
- Create a sense of community
- Be very involved in the first 2 weeks of classes
- Invite Diversity and Inclusion to come to faculty meeting
- Reach out to students in other departments (class visits?) who may not be aware of the opportunities we provide in WLL
Important Dates:

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)
3/21  WLL Round Table
4/4  WLL Department Meeting (3:15-4:45; Cramer 124: Finnish Room)
4/11  Advisory Council (3:15 p.m. – 4:15 p.m.; Stratford 311)
4/18  WLL Round Table
5/2  WLL Department Meeting (3:15-4:45; Cramer 124: Finnish Room)
5/9  Advisory Council (3:15 p.m. – 4:15 p.m.; Stratford 311)
5/16  WLL Round Table