

Department of World Languages and Literatures
Department Meeting: Wednesday, October 4, 2017, 3:15 - 6:30 pm

Attendance

Gina Greco (Leading), A Alsufieva, P Basci, C BreeLove, J Ceciliano, J Coleman, C Collenberg-Gonzalez, W Comer, E Cortez, L Cosgriff, C de Oliveira, A Dolidon, J Eleweke, C Epplin, N Friedberg, K Godfrey, L Goma, J Holt, I Jaen-Portillo, L Kominz, T Menke, T Nidever, E Nunez, J Pease, L Quiroga-Gonzalez, M Rachmuth, S Roulon, R Sanders, A Sedighi, S Snyder, S Sychov, S Wadley, S Walton, I Warnock, J Waruhiu, S Watanabe, A Zagarella

Announcements:

- Introductions of new faculty [Yara Khoja (Arabic) and Sergei Sychov (Russian)]
- Associate Chair 2016-17: Suwako Watanabe
- New to WLL? Ancient, but never got around to it? Create a faculty profile. Please send picture with neutral background, blurb, and (if you have one) link to personal site to our webmaster, Mark Wubbold: wubbold@pdx.edu.
- Anytime you publish, present your work, or receive grant, send to currently@pdx.edu and copy Greco.
- Anything to advertise on our social media pages, send to Kelli Martin: kmarti@pdx.edu
- As per prior email & FAQs, department will not be liable for extra expenses if you purchase tickets on separate airlines the delay of one flight makes you miss a separate carrier/ticket.

Courses planning for 2018-20: 2018-19 (revise) & 2019-20

- Grids will be due even earlier than last year; sections should begin planning for the next two years. Two year accuracy necessary to support student use of the future **“Interactive Degree Planner.”**
- **“Interactive Degree Planner”** rolling out for School of business January 2018

Faculty questions/comments

- If the Dean keeps cutting classes, how can we ever plan for this?
 - They will know how many students are in our “path” and can make adjustments accordingly
- So many students come in not knowing what language/level they need
- Is there a way of making sure they have contact with a human adviser?
- ✓ Invite Cindy Baccar, Registrar, to next faculty meeting

Raises: COLA (Cost of Living Adjustment) & market/equity adjustments

- Everybody will get a 3.5% COLA

Budget: good news (HEC formula), bad news (enrollments)

- Higher Education Commissions (HEC) gave us more money than the university was expecting (state allocation)
- Decreasing enrollment this year, we are off from projection by close to 7% (college wide)
- University wide: 1.1% down for out-of-state, 4.4% down for grad students

Committees: assignments on back of agenda

Governance documents update: bylaws, Milestone Review for NTTF CA

- Came back with 6 pages of changes

- No department's bylaws have been approved
- Implement the old bylaws in the spirit of the new bylaws
- Greco is moving forward on people up for promotion this year

Faculty roles/ NTTF expectations (dean)

- The Dean wants very strictly defined faculty roles—NTTF are teaching faculty, if they're on sabbatical it should be related to teaching and not their research
- Would be nice to use faculty round table to hear about this issue

Jen Dugger, Director, DRC, jen.dugger@pdx.edu, 503-725-2035.

Location: 116 Smith Memorial Student Union, www.pdx.edu/drc

Drop in hours every day for students *and* faculty: M-F 11-1, M-R 3:30-4:30

Mission: Our mission is to make university life accessible to students (**and** auditors) with disabilities. We identify, evaluate, and reduce or eliminate barriers to student access and equity throughout the PSU community.

- We focus on building partnerships and infrastructure that incorporate the principles of universal design, sustainability, and social justice. We find creative solutions by proactively collaborating with students, faculty, and staff to develop an accessible and inclusive environment.
- About 11% of surveyed PSU students say they have a disability, however, only 5% of those students are registered with DRC (1,600 students)
- Testing for a disability is offered at the DRC, there is a cost and students can ask for more funds from Financial Aid for disability testing
 - Note: Turn around for testing results is about 2 weeks, accommodations are given right away

How to register at the DRC:

- The student has an hour-long introduction meeting with DRC staff, which serves as primary documentation
- Student often supplies background documentation (such as medical history) to DRC
- Student has a file and can decide which instructors know what information *each term*
 - Students have a lot of power in the entire process

Testing accommodations:

- Once students are registered with the DRC and enter their service requests in DRC Online, a Faculty Notification Letter is generated by the system. The Faculty Notification Letter is emailed to the instructor of record for the course.
- It is very important that faculty and students communicate about how the accommodations will be provided – especially testing accommodations.
- The DRC prefers that the instructor provides the testing accommodation, if the faculty member can't do it, attempt to find somebody else in the department who can, this gives the student using accommodations an opportunity to ask clarifying questions during the test.
- Accommodated Testing Options include:
 1. Take the test in the class (with or without accommodations)
 2. Take the test with the accommodations by working with the instructor to agree on a suitable time and place
 3. Schedule the test at SHAC Testing Services on a day and at a time that is agreed upon by the instructor

Please remember:

- Cannot force a student to get support, but can only provide them with resources- if you're noticing something going on with a student, point out what you're noticing is going on, use clear examples, use language such as "I'm concerned for you because that is a critical part of our course", display empathy, refer to more than just DRC, give other examples like SHAC, learning center, etc.
- Please think about testing accommodations at the beginning of the term
- Treat everyone equally except for whatever accommodation is on that letter
- Faculty should aim to evaluate the course and testing through the lens of equity and accessibility; can choose to make the accommodations more accessible to everybody, e.g. extended time, fewer questions
- Confidentiality regarding a student's disability and/or registration status with the DRC is essential. Do not inquire about a student's diagnosis. A student's disability and/or the fact that they use accommodations should not be announced in class. Individual conversations about accommodations should be held in a respectful and discreet manner.
 - The DRC can provide instructors with a 'recording in class' agreement form, to use if you're concerned with students recording class sessions
- The DRC is now sending students to workshops for notetaking skills, and once those students have been to those workshops we can find out what kind of note taker to pair with student

Important Dates:

10/6 State of the College (10-12, Smith Ballroom)

10/6 PTR files due to Dzuang; **REMEMBER: only 3 items are required, a narrative, a c.v., and course evaluations**

10/13 Course/Program Proposals due to CLAS Curriculum Committee; *** Proposals due to WLL Curriculum Committee: Anousha will announce

10/23 official date, P&T committee letters to Dept chair for promotion and tenure reviews

10/11 Advisory Council (3:15 p.m. – 4:15; Greco's office)

10/12 Second Thursday Event: hosted by President Shoureshi (4-6:30, OAI)

10/15 Textbook orders due for Winter 2017

10/16 Drop-In Coffee with the dean (9-10, Cramer 335)

10/19 WLL Roundtable (3:15 – 4:15; NH 491F)

11/1 WLL Department Meeting (3:15-4:45)

11/8 Advisory Council (3:15 p.m. – 4:15 p.m.; Greco's office)

11/9 Second Thursday Networking Event (4-6:30, OAI)

11/16 WLL Roundtable (3:15 – 4:15; NH 491F)

11/21 official date, final dossiers to dean for promotion and tenure reviews

12/6 WLL Department Meeting (3:15-4:45)

12/8 Second Thursday Social Club (4-6:30, OAI)

1/13 Sabbatical applications due to Greco (although the dean will probably ask about intent to apply for sabbatical in December)

1/15 Textbook orders due for Spring 2017

2/1 Deadline for most student scholarship applications (centralized)

Committee Assignments 2017-2018

Advisory:

Greco (chair)
Watanabe (as WLL Assoc. Chair)
Basci
Ceciliano
Collenberg-Gonzalez
Epplin
Walton

Adjunct Support:

Godfrey (chair)
Quiroga
Zagarella

Assessment:

Alsufieva (chair)
Aleeva
Cosgriff
Gomaa
Watanabe

Curriculum Committee:

Sedighi (chair)
Kominz
Nunez
Wadley

NTTF Review:

Roulon (chair)
Breedlove
Eleweke
Friedberg

Graduate Council:

Jaén-Portillo (chair)
Fuller
Holt
Walton

Nominations and Elections Committee:

Curtin (chair)
Coleman
Warnock

P & T:

Pease (chair)
Boero
Comer
Sanders

PR and Outreach

Sedighi (chair)
Cortez
De Oliveira
Nidever
Snyder

Technology Committee: hiatus