

Department of World Languages and Literatures

Faculty Meeting Minutes

November 7, 2018

3:15 p.m. to 4:45 p.m.

CH 124

Gina Greco (Leading), D Aleeva, A Alsufieva, C Breelove, J Ceciliano, J Coleman, C Collenberg-Gonzalez, K Curtin, A Dolidon, J Eleweke, C Epplin, N Friedberg, K Godfrey, L Goma, Y Hanoosh, J Holt, I Jaen-Portillo, L Kominz, T Nidever, E Nunez, J Pease, J Perlmutter, M Rachmuth, S Roulon, R Sanders, A Sedighi, C Sloan, S Snyder, S Sychov, S Thorne, S Wadley, S Walton, I Warnock, A Zagarella

Announcements:

- Sections with a Major: Your Assessment Plan is due Dec. 1
- WLL DEADLINE to submit course proposals to our Curriculum Committee is Dec. 15.
- 1-paragraph summer course proposals due Monday 12 November, see email from Gina
- Finance and Administration Committee of the Board of Trustees: Tuesday, November 13, 2018 1:00pm-4:00pm Boardroom, Suite 515, Academic & Student Recreation Center Building
- Dec. 1 WLL holiday party

Vote on ByLaws: (substantive: no voting rights for advisor; no acting chair for longer than 1 year)

- Results: 33 yes, 0 no or abstentions

Vote on P&T: (substantive: add section on eligibility and criteria for tenure and promotion of TT faculty)

- Results: 33 yes, 0 no or abstentions

Budget:

- 11% of the CLAS budget goes to GTAs—stipend and remissions
- **VISIBILITY is important: announce publications on Currently, join Senate, etc.**
- **Retention is everything!**
 - Consider e-mailing students who are not continuing
 - First- and second-year is where we can really make a difference
 - For multi-section language classes, Kelli is going to help get of which students are enrolled or not enrolled and will provide lists to section heads.
 - Gina to send out some sample e mails and ask Shayna for her advice on what kind of wording is appropriate and not appropriate
 - Talk to your GTAs and your adjuncts... get them onboard

Assessment:

Discuss in sections and send feedback before Dec. 1st to the assessment committee

- Every section will pick their own rotation because your ability to assess will often depend on who is on sabbatical, who is teaching what, which courses are offered, particularly in small programs.
- Goals one and two alternate years, each section needs to decide which year

the section will assess oral and which year written.

- Goals four and five also alternate, you need to decide which year you'll assess cross cultural and which year you'll assess critical thinking .
- Learning objectives: for one and two, each language with a major has to choose the ACTFL level they set as their goal. Then you need to choose and enter into column three the course or courses in which you will administer the assessment activity.
- You need to send in a record of what your assessment activity because we need to keep it on file.
- If you have a class that repeats several times, you should assess in all classes and sections.
- You don't have to give a precise rating for every student; you simply have to say this student meets expectations or this student does not meet expectations.
- The university is not imposing the guidelines, we decide the guidelines-- we decide what's a pass, what's a fail, based on the goals we set. We assess, and then we say how we're going to improve based on the results.

Important Dates:

11/12: email Summer Course proposal to Gina (if you wish to be considered for one of the high enrollment options)

11/13: Finance Committee, BOT

11/14: Advisory

12/1: Section Assessment Plan due

12/5: Dept Meeting

NO Dec. advisory

12/15: course proposals due to our Curriculum Committee

1/17: Advisory