Imperial Valley College
Humanities, World Languages & Speech Communication
Department Meeting
Friday, September 13, 2013, 11:30 a.m. – 12:30 p.m.
Arts & Letters Conference Room 2780d

MINUTES

Present
Carol Hegarty, Humanities Department Chair
Laura Mosier
Alejandra Galaviz
Fernanda Moran
Nannette Kelly
Glenn Swiadon
Javier Rangel
Romano Sánchez-Dominguez
Rick Colunga

Absent
Dr. Hope Davis (Excused)
Dr. Van Decker (Excused)
Aaron Edwards (Excused)
Liisa Mendoza (Excused)
Bruce Page (Excused)
Sabrina Worsham (Excused)

Guests
Brian McNeece – Dean of Arts, Letters & Learning Services
Sydney Rice – SLO Coordinator

Recording Secretary: Toni Gamboa

A. Call to Order

- The Humanities, World Languages & Speech Communication Department meeting was called to order at 11:33 a.m. by Carol Hegarty, Chair.

B. Review and Approval of Minutes

- *M/S/C N. Kelly/R. Sánchez-Dominguez to approve the minutes of August 16, 2013 as presented.*
- Thanked everyone for being present.
- Requested everyone to introduce themselves.

C. PLO's and SLO Assessments

1. **We need to refine the SLO's and keep track of assessment results and dialogue about them and how we modify instruction to improve student learning.**
    - Carol Hegarty inquired as to how SLO assessments were going.
    - Carol inquired if Liisa Mendoza had contacted Alejandra Galaviz, Fernanda Moran and Reyna Gutierrez regarding the assessment of SLOs for AMSL this semester. Will follow up with Liisa.
    - Inquired how the Spanish Department was doing as far as SLOs this semester. Romano Sánchez-Dominguez and Javier Rangel stated the SLOs are coming along well.
    - Asked Glenn Swiadon when the French SLO assessment will take place. Will be assessing one SLO this semester.
    - Asked Laura Mosier regarding the Speech SLO assessments. Struggling with one adjunct instructor. All other instructors are on board. SLOs seem to be working well.
    - Carol will be adjusting one of the Painting SLOs. One of the SLOs does not align with the course of record.
    - Laura Mosier asked if all instructors have to use the same assessment tool. Carol informed everyone present that according to Sydney Rice, all instructors teaching the same class must utilize the same assessment tool.

D. More about SPOL

1. **Planning units, planning objectives, and program review.**
    - Dean McNeece gave a brief summary of SPOL. SPOL is a strategic planning online program.
    - Accreditation visiting team cited IVC for was not having our planning well integrated, not linked.
    - The SPOL program includes various components such as a budget component, planning component for Program Review to input objectives, assessment component to input SLO data, and an accreditation component as well.
    - SPOL tentatively scheduled to go live until fall 2014. Core team is still going through training. Some of the Core team to be part of piloting the program this fall with additional departments piloting in the spring.
    - Moving to access SLOs once a year in order to keep data regular and current.

E. Are all course outlines of record current, textbooks, SLO's, etc. current?

- Please review course outlines of record to ensure textbooks and SLOs are current.
- Make certain to update textbook editions and include ISBN numbers. Most current edition of textbook should be noted.
- Top listed book should not be older than 5 years.
- Classic books do not change.

F. Are all syllabi complete, including the items on the syllabus template? See syllabus template.

- Syllabus template was sent to all teaching faculty.
- Use as a guideline. Copy and paste format.
- Syllabus is a legal contract with the student.
- Make certain information is correct and updated.
- Syllabus template guidelines will be submitted to the Academic Senate on Monday for approval.

G. Is the HWL slate of classes ready to be selected or will there be changes?

- Dean McNeece met with Dr. Jóse Ruiz to discuss the Spanish schedule. Will transfer the same schedule.
- Alejandra Galaviz reminded Carol of the e-mail she sent out regarding only being available to teach AMSL 100 & 102 in the evenings from 5:00 p.m. to 9:00 p.m. Requesting to have her schedule changed.
- Fernanda Moran stated she is available to teach any time and any day.
- Music will keep the same schedule.
- Humanities will transfer the same schedule as well.
- Laura stated that Speech majors need Speech 120 or Speech 130 offered in the spring in order to graduate.

H. Need for development of Heritage Spanish classes and Non-native Spanish classes.

- Discussion has taken place in regards to creating and separating the Heritage native Spanish speakers from the non-native speakers.
- Courses have been created and are being analyzed as to their impact on the main Spanish courses being taught according to Romano Sánchez-Dominguez. Courses have been uploaded to CurricUNET. SB1440 is on transfer mode.
- Javier Rangel stated that one of the issues is the need of an assessment tool to determine who is a Heritage speaker and at what level.
- Romano stated that a meeting with the counselors will be scheduled to make certain they enforce the rules. If students already speak the language, then they are not to enroll in the class.
- Alejandra Galaviz stated that a similar situation occurs with AMSL, in that students wait to take the higher classes at a later time and tend to lose their fluency level in signing due to the lapse of time. She suggests implementing a time limit in which to take one or the other. Carol will pass along this information.

I. Classroom Etiquette:

1. **Maintenance is finding very dirty classrooms, classrooms with missing desks, and classrooms with furniture moved.**
    - There have been numerous complaints from the Maintenance Department that classrooms have been found in disorder.
    - Please make sure to straighten out desks and wipe down the boards before exiting the classroom.
2. **No food and drink is allowed.**

- Please honor this rule by not allowing students to bring food or drinks into the classroom.

J. Lock doors in the 2700 and 400 Buildings:

1. **This is a MUST to safeguard equipment.**
    - Most especially in the 2700 and 400 Buildings it is critical to lock the classrooms as you leave.

2. **You are responsible for the equipment.**
    - Nannette Kelly stated that there is a problem with not being able to lock Room 2131 the classroom in which she teaches. At the end of the summer, the VCR/DVD player was stolen and now it is back.
    - Concerned that after her class on T/R during College Hour the Christian Club meets without an advisor present and utilizes the equipment.
    - The phone in Room 2131is also an issue. The phone does not work.

K. Other

- Book Ordering
    - World Languages will work through Jose Ruiz or submit their book orders individually to Francisco Menchaca at the Bookstore.
    - Fernanda Moran stated that there is another title*: Signing Naturally* that Liisa Mendoza is using in her classes that she and Alejandra would like to utilize as well. Carol will check with Liisa regarding the textbook.
- Javier Rangel inquired as to how often the classrooms are cleaned. There are mice droppings in Room 1308 that have not been cleaned. Additionally, the phone in Room 1308 is out of order. Carol will report the droppings, phone and the podium which has a short.
- Laura Mosier reported that there is broken and unused furniture in Room 315 that needs to be picked up. Dean McNeece reminded the faculty to please submit a Service Desk ticket to Maintenance for these issues.
- Alejandra Galaviz inquired about a field trip the last week of the semester. Would like to take her AMSL 2 class to Sunflower Elementary School in El Centro to expose her students to career options. Most of her students are looking into becoming an Interpreter. Carol will inquire if this field trip is feasible.

L. Next meeting: Friday, October 11, 2013 at 11:30 a.m., Arts & Letters Conference Room 2780d

M. Adjournment

- The meeting was adjourned at 12:35 p.m.