

DEPARTMENT OF FOREIGN LANGUAGES & LITERATURES

FACULTY MEETING MINUTES

Wednesday, March 5th, 2008
3:15 PM, NH 393

Attendance:

S. Freels (Chair), D. Nguyen, P. Basci, L. Cosgriff, O. Fernandez, W. Fischer, N. Friedberg, K. Godfrey, G. Greco, M. Hickey, G. Kogan, E. Nunez, D. Oslund, J. Pease, G. Perez, J. Perlmutter, F. Sanchez, R. Sanders, A. Sedighi, C. Sloan, D. Thompson, A. Wales, S. Walton, I. Warnock, J. Waruhiu, S. Watanabe, P. Wetzel, M. Wubbold, A. Yariv, M. Weingrad, and I. Olsen.

Congratulations

- Eva Nunez's new article, "Cognitive advantages of bilinguals over monolinguals", has just been published in the *Journal Linguistica*.
- Michael Weingrad has successfully headed a search for a new faculty in Judaic Studies.
- Inger Olsen's new paper, "Strong Minded and Strong Willed Girls in Hans Christian Andersen's Fairy Tales"

Enrollment/Budgeting

- We are expecting the student credit hours to be around 13,000 credits in Spring term. Section Heads should keep an eye on multiple sections that they know will collapse.
- The Department Chair submitted all areas' budget requests to the Dean's Office. We are still waiting from the Dean for the actual funding.

Scheduling

- We recently had a lot of scheduling problems due to the following reasons: changing in scheduling software and system, new scheduling staff, not enough classrooms and many people asking for room changes. The Department Chair asked that faculty should try to use the rooms that have been assigned for their classes and please be patient.

Tearsheets

- Tearsheets just came out and they have been delivered to all the Section Heads' mailboxes. These tearsheets are for copy editing purposes only, and that they not for content changes. The faculty should go through the Curriculum Committee when they would like to make a significant change to a course.

Waitlist

- Faculty discussed the issues regarding waitlists for FLL courses to see if we still need to add and manage waitlists. The current banner system doesn't have the capability to automatically register those students whose names are on the waitlists when other students have registered and decided to drop themselves from the courses. In fall 2008, we are hoping that the University Banner System is upgraded so that it will register students whose names on the waitlists when other student drop from the courses.
- The FLL Office will not continue to manage waitlists except for a few low enrollment Spanish sections this coming Spring term.

Archiving

The Department began to collect announcements and fliers to document what we are doing in public outreach. The Department Chair asked that faculty submit these past and coming announcements and fliers to the department office for keeping in a binder.

The Department also began to keep an annual **Fact Sheet** about the Department to keep records of faculty activities such as published materials, conference presentations, exhibits organized, etc. The Department Chair will send the request for faculty activities documentation and information once per term.

Faculty had a discussion about trying to preserve the history of the Department. The Department Chair will get the information and let faculty to know what to do with their valuable documents related to the history of the programs.

Committee Updates

- The Graduate Committee and the Assessment Committee will continue to discuss the order of Principles and Methods for graduate students.
- Peer review is moving along per Jonathan Pease, Chair of the Promotion and Tenured Committee.
- Fixed term reviews are almost completed per Ann Wales.
- Jennifer Perlmutter is working on the FLL Graduation & Awards event. The event is on June 12, 4-6pm in SMU 238 Faculty Browsing Lounge.

Coming Attractions

- Wednesday, March 12, 3:15-4:45, Advisory Council
- Wednesday, April 2, 3:15-4:45, Department Meeting