

Minutes October 3, 2007—3:15–4:45

Introductions Silvia Boero joins us as Asst. Prof. of Italian. Gladys Perez, after many years as Adjunct Instructor of Spanish, joins of as a full-time member of the faculty.

The Department commends Nick Miller for the outstanding work that he did during the difficult transition of last summer. We also appreciate the efforts of Pat Wetzel, Martha Hickey, Steve Harmon, and Mark Wubbold, all of whom worked very hard to recruit new hires Dzuan Nguyen and Sierra Voller- Diggs. Dzuan and Sierra have already made improvements in Office procedures, and we expect more in the future.

Congratulations to John Elliot Allen Award winners Claudine Fisher and, Jonathan Pease. Other members of the Department who were singled out for praise by students from other departments include Inger, Steven Fuller, Kathie, Timm, David, Eva, and Manya. Congratulations also to Nila Friedberg and Fernando Sanchez who received Faculty Enhancement Grants. The number of requests for Faculty Enhancement Grants exceeds the available funds, but faculty are encouraged to continue submitting applications.

Library Linda Absher is our liaison at the library; two other librarians will assist in teaching courses, since Linda will be doing public access service also through winter 2008. Linda explained that the acquisition of foreign language titles has been affected by course of the dollar and by rising foreign postage costs. She also explained that parts of the library collection are in storage because the library has exceeded its holding capacity.

Enrollment has increased slightly over last fall's numbers. We are at 3,700 students, resulting in approximately 15,000 student contact hours.

Budget Currently, negotiations are underway regarding equity with comparator universities, looking at a median for rank and discipline. However, benefits are considered part of the this, and only three states provide full medical benefits. Martha Hickey encouraged all faculty to attend the breakfast for bargaining, 9-10 a.m. Thursday, Oct. 11.

Committees Sandy reviewed committee assignments and charges for the coming year.

Pelin will chair the curriculum Committee. She spoke about the need to give the committee a few days to consider new courses. Please be

sure that the course descriptions submitted do represent the course; general class information is needed. If the course will have both undergraduate and graduate students, it is necessary to show specifically the differences in the work that will be submitted by students related to the level at which they are taking the course. The deadline for new course proposals that will appear in the Fall 2008 Bulletin is Oct. 12. The spring 2008 deadline will be for the Bulletin for 2009. Oscar noted that if an omnibus (399, 410/510) class has been taught three times, it should be submitted as a discreet course.

Jonathan Pease will chair the PT Committee. Jennifer is up for tenure this year, and Kathie, Ines, and Manya intend to apply for promotion to Sr. Instructor. Jonathan requests that materials be submitted to the committee by Oct. 15.

Pat and Fernando will be doing a workshop to assist people in writing to publish.

FAQs Sandy mentioned that the FLL FAQ handout is full of information that we all need to know. Please be sure to read it.

By arrangement forms: On this form, Dept. means the subject language, the course prefix that appears on the student's transcripts. Be sure to indicate the number of credits, how the class will be graded, and the course number must already exist. The section near the bottom of the form is for signatures: the instructor, the Department Chair, and the Dean. It will save Sandy lots of time if the form is completed correctly.

SGRs: Remember that Incompletes change to an F if they are a year old. Sandy only needs to sign the SGR if there is a change of grade, and the reason for the change of grade should be specific, not simply "additional work submitted."

Travel: People must receive prior permission for travel.

Reimbursement: The time limit for submitting requests for travel reimbursement is 90 days after the travel. If the arrangements were made by the individual and not by the office manager, one must provide proof that the fare was lower than available state agency rates in order to be reimbursed. In our department, faculty using University faculty travel funds will be given \$200 in matching funds.

Grants: Applications for grants go through the Grants Office. Pat will assist with PIAF forms, and Sandy must sign them.

Web: Mark Wubbold will continue to assist with the Web. Things to be posted will be sent to Sandy, who will forward them to Mark.

Other notes: On Oct. 11, there will be a sister-city fundraiser with our sister city in Russia. During the month of November, a Japanese photo exhibit will be presented.

On October 19, 48 eighth graders will be coming as a field trip from the International High School, most from immersion programs. They will visit third-year language classes, and they also hope to see beginning language classes. Sandy sent e-mails to instructors whose classes were likely to be visited.

Coming attractions:

Oct. 10, Advisory Council, 3:15-4:45

Oct. 12, curriculum proposals due in CLAS

Oct. 12, professional travel grant applications for Fall due in ORSP

Oct. 14 Hoffman Hall, Peter Cole "The Dream of the Poem," 7:00

Oct. 17, Janelle Voegele, Syllabus Strategies, 3:15-4:45

Oct. 19, PT recommendations due to Chair

Oct. 19, International High School visit

Oct. 24, Linda Absher, Non-English Databases, 3:15-4:45

Oct. 27. Hoffman Hall, al-Khaledy dinner, 7:00

Nov. 5, location TBA, teleconference on language learning and disabilities, 11:00-12:30

Nov. 7, Dept. meeting, 3:15-4:45

Nov. 19, PT recommendations due to CLAS