



## Modern Languages Department Meeting

Monday, March 22, 2021

4:45 p.m. to 6:30 p.m.

1. Evaluations
  - a. Adjuncts
  - b. Evaluation as Peer option 2
  - c. Letter of review as peer.
2. Forwarded email on 3.16.2021
  - a. Adjunct faculty staffing – from Joanne.
3. SLO – Review – through Elumen?
4. Counselor – James Troung
  - a. Re: In general – students who want to complete the Modern Languages degree.
5. Course program mapping
  - a. See Aaron’s response on 2.1.2021
  - b. Revise SLOs for next cycle – to map to programs
6. SAO – Language Lab.
  - a. Review and/or finalize survey questions.
  - b. Contact Aaron on how to administer survey
  - c. (Link to SAOs provided)

Minutes

Professor Fajardo and I met on Zoom on Monday, March 22, 2021. I reviewed a list of adjuncts up for evaluation for Modern Languages for Spring 2021 semester. Professor Fajardo agreed that the list was clear and correct for whom she would be evaluating. I pointed out the email I forwarded from Interim Dean Armstrong regarding adjunct faculty staffing requirements. Professor Fajardo understood the email was forwarded to her. We reviewed some detail regarding using Elumen to assign SLO reporting tasks to adjuncts. We agreed for now would use just the question that is written on Elumen, but for future reporting cycles, we may consider supplementing with additional questions for our own reviewing purposes. As we become more accustomed to this new reporting system, we may add those supplemental questions or other information, deemed necessary. We reviewed our courses to program mapping that was done over intersession. We will ask additional questions regarding updating SLOs in the future, changing the program requirements and/or meeting with faculty from different departments to discuss correlations for mapping completed. The mapping results and needed changes, if any may result in an ongoing project based on response from faculty and administration. For the future SAO for the Modern Language Lab, we reviewed the previous question survey from our last meeting and agreed that the most recent questions draft proposal seems to be a better fit. The final language for the SAO and SLO is not yet completed. Professor Fajardo and I will continue to review other departments' already established SAO/SLO's which may help us finalize the SAO/SLOs for the Modern Languages lab. Our next department meeting has been, tentatively, scheduled for April 28, 2021 at 1 p.m. via Zoom.