

# Arts & Letters Division

WLSLC Department

Wednesday, February 29, 2012  
3:45 p.m., Bldg 2700- Room 2751

## IN ATTENDANCE:

Esqueda, Jesus (Counselor)	Mendoza, Liisa
McNeece, Brian (Dean)	Ruiz, Jose
Sanchez-Dominguez, Romano	Swiadon, Glenn

## NOT PRESENT:

Rangel, Javier	Page, Bruce
Mosier, Laura	

## UNADOPTED MINUTES

### I. CALL TO ORDER

Department Chair, Jose Ruiz, called the meeting to order at 3:41 p.m.

### II. SUMMER 2012 (Jose Ruiz)

Summer classes have been entered into the system. Six classes within our department will be offered this summer AMSL 100, SPAN 110, SPCH 100, and SPCH 180. Jose reminded instructors to submit book orders for summer to Grace or Sara no later than March 15<sup>th</sup>.

### III. FALL 2012 (Jose Ruiz)

Jose informed faculty that classes for fall 2012 will be scheduled according to the waitlist numbers. The WLSLC Department anticipates a 3% reduction in classes based on this data. Liisa Mendoza expressed her concern in having additional AMSL sections cut. Jose will disseminate information as it becomes available.

### IV. CURRICUNET (Jose Ruiz)

The AMSL, FRENCH, SPANISH, and SPEECH course outlines of record are currently being reviewed and revised.

- a. AMSL - revisions and update of AMSL courses are complete.
- b. FRENCH – FREN 220 and FREN 230 are being rewritten. Glenn asked Jose if he could follow up with Dixie to discuss the French Major.
- c. SPANISH – all SPANISH course outlines of record are being revised.
- d. SPEECH – waiting for approval of the Communications Major.

### V. REORG POSSIBILITES (Jose Ruiz)

At this time no information is available regarding the re-organization of the WSLC Department.

### VI. EVALUATIONS (Jose Ruiz)

Adjunct evaluations are currently in progress.

**VII. PROFESSIONAL DEVELOPMENT (Jose Ruiz)**

At the last Department Chair meeting comment was made in respect to the need for professional development. Dean, Brian McNeece encouraged the sharing of ideas during regular department meetings. Jose reported that the English Department has already begun this practice and he encouraged WLSC faculty to share new innovative ideas with colleagues.

**VIII. STUDENT EMAIL ACCOUNT (Jose Ruiz)**

Jose conducted a student email account survey in his class. Only 12 of 28 students had knowledge of the existence of their email accounts. Brian McNeece reminded faculty that Todd Finnell is available to give presentations to students on the new email system.

**IX. SPRING AWARDS (Jose Ruiz)**

The deadline to submit Spring Award nominations is March 23<sup>rd</sup>. The department will meet prior to the Spring Awards Banquet to review the details of the presentation.

**X. STUDENT LEARNING OUTCOMES (Jose Ruiz)**

Jose reminded faculty that cycle assessments were due two weeks ago. He asked that instructors assess their programs. Further he elaborated that his cycle assessments of SPAN 220 provided evidence of low success rates linked to the incomplete or low essay scores.

**XI. ROOMS (Jose Ruiz)**

Kathy Berry stated that office assignments for building 400 will be determined by Academic Services. At this time building 300 is expected to remain functional for fall 2012. Jose asked that faculty notify him if there are any specific classrooms that work best for their teaching environment. He also informed faculty present that building 400 will have wireless capability. Building 300 may be unavailable up to one year once the renovation begins.

**XII. ADJOURN**

The regular WLSC Department Meeting adjourned at 4:20 p.m.