

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

**AGENDA**

- A. Call to Order
- B. Review and Approval of Minutes
- 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.
- D. More about SPOL
  - 1. Planning units, planning objectives, and program review.
- E. Are all course outlines of record current, textbooks, SLO's etc. current?
- F. Are all syllabi complete, including the items on the syllabus template? See syllabus template.
- G. Is the HWL slate of classes ready to be selected or will there be changes?
- H. Need for development of Heritage Spanish classes and Non-native Spanish classes.
- I. Classroom Etiquette
  - 1. Maintenance is finding very dirty classrooms, classrooms with missing desks, and classrooms with furniture moved.
  - 2. No food and drink is allowed.
- J. Lock doors in the 2700 and 400 Buildings:
  - 1. This is a MUST to safeguard equipment.
  - 2. You are responsible for the equipment.
- K. Next meeting: Friday, October 11, 2013 at 11:30 a.m., Arts & Letters Conference Room 2780d
- L. Adjournment