Arts & Letters Division

WLSC Department
Wednesday, January 18. 4:20 p.m
Bldg. 2700 – Room 2724

MINUTES

MEMBERS PRESENT:

Laura Mosier	Javier Rangel
Jose Ruiz, Chair	Romano Sanchez-Dominguez
Liisa Mendozq	Bruce Page
Glenn Swiadon	

ABSENT:

I. **Call to order (Jose Ruiz)**
The meeting was called to order at 4:22 p.m.

II. **Approval of minutes**
M/S/C L. Mosier/J.Rangel to approve the minutes with minor corrections.

III. **Reports/concerns Spring semester (Jose Ruiz)**
Jose explained the waitlist process that was just implemented. Students were supposed to check their email for notifications as to their status once they registered in the waitlist. If they did not registered within a period of 24 hour then that student was to be sent to the back of the list.

IV. **CurricuNet Items (Jose Ruiz)**
José reminded faculty about the need to upload SLOs in CurriCunet. He also commented that the Spanish Department was planning on revising some courses.

V. **Student Learning Outcomes (**Romano Sanchez)
Romano went over some important dates and reminded faculty that SLOs Cycle Assessments for the fall 2011 semester are due on the fifth week.

VI. **Book Orders (Jose Ruiz)**
All book orders have been submitted.

VII. Academic Senate Report (Glenn Swiadon)
Gleen Swiadon gave a brief report on the last Academic Senate meeting.

VIII. Faculty Evaluations (Jose Ruiz)
Jose Ruiz asked faculty if anyone was interested in peer evaluations of part time faculty. Romano volunteered himself to do one class observation in Spanish. Laura Mosier mentioned that she would like to conduct the class observation for the Speech instructors.

IX. Meeting Times
The third Wednesday of each month at 4:30 in Arts & Letters Conference room.

X. Other

XI. Adjourn

M/S/C J.Ruiz/L.Mosier motion to adjourn at 5:05 p.m.