In attendance: Eileen Doll, Josefa Salmón, Isabel Durocher, Lisbeth Philip, Dittmar Dittrich, Leopoldo Tablante, Peter Rogers, Bill Farge, and Alice Kornovich

1. Announcements
   a. Fall Open House—Sat., Nov. 15, 12:45 p.m. college lunch reception—some of our faculty and a couple of students to attend—Alice Kornovich & Eileen Doll will attend
   b. Honor Society initiation for Spanish. Eileen needs help: Readers, set-up, food; Nov. 4, 6:30 start time, in CIE
   c. Anything for French? In spring, Alice Kornovich will organize a gathering.
   d. Teaching flyers—pass around
   e. Advising information
      1. Make sure your sophomores and juniors sign up for their remaining Intro. Comm. Curr. Classes THIS SPRING. There is a new policy on only admitting incoming freshmen into the Intro. courses that will go into effect in Fall 2015.
      2. What about Placement Exams for spring placement? Alice will draft an email and Eileen will send it out to students and advisors across campus.
      3. ENGL T125 is no longer available—use WAL (in ACC)
      4. Any questions—ask Eileen Doll or call John Sebastian (2277)

Old Business:
3. Web page revisions updates—Lisbeth Philip is our Web Master, and she already has updated bio pages. When the new webpage system is launched in November, each faculty member will need to look at his/her page and see if anything needs to be corrected and/or updated. Lisbeth will send individual emails to request information from those not on the current website. If corrections are needed, we are to email her with the exact text (everything that’s on the webpage with corrections inserted—don’t just send corrections to insert). Faculty members who do not have a photo on the current website, will need to have Harold Baquet take one.

4. New initiatives
   a. Translation & Interpreting major: Lisbeth Philip explained her role as Director of the Translation and Interpreting Certificate Program and what the program is all about, how the classes are partly online (translation) and on campus (interpreting). We discussed the move to create a major in this, using the current Certificate (non-credit) program as a base, adding classes in grammar, literature, and culture, and including courses from other departments as well. This is currently in the discussion and planning stages.
   b. Request for Visiting position (French): Peter Rogers has requested sabbatical for next year, and in anticipation of this, Eileen Doll met with the Dean to discuss how to replace him. When/If his request is approved, we will request a Visiting professor
position in French or in French with the possibility of teaching another language as well.

c. We need to advertise for a Chinese instructor for next year also, to teach 1
class/semester of basic Chinese. If anyone has any leads, please let Eileen know.

5. Updates on observing part-timers: Our part-time faculty have now been observed.
Please type up an evaluation and submit to Eileen and to the faculty member observed.

New Business:
We briefly mentioned the possibility of a 4th credit for our 1st-year classes, using an
online component for the 4th credit. We also mentioned thinking about creating an actual
class for our capstone 1-hour credit, to keep students on track, use peer review, library
visits, and so on. These are items to discuss further,

Minutes taken by Eileen Doll / Alice Kornovich.