**Minutes**

**Departmental Faculty Meeting**

**Department of Languages, Linguistics, and Comparative Literature**

November 4th, 2011

In attendance:  P. Augustyn, G. Blattner, C. Calargé, F. Conrod, N. Erro-Peralta, N. Godón, M. A. Gosser-Esquilín, , M. Horswell, A. Khalfaoui, E. Levy, K. Lindbeck, J. Mansilla-Bjalme,M. Mendoza, M. Munson, N. Poulson, C. Reese, M. Ruthenberg, I. Serra, R. Trammell, E. [Trotter](http://www.fau.edu/german/trotter.php), J. White.

The Chair called meeting to order at 10 am. A.

1. a) Faculty approved minutes of the Oct. 21st meeting with minor revisions.

b) Discussion followed on when faculty are considered “absent” and when their absence is excused. M. Horswell indicated that faculty are required to complete either the “Leave form” or the “Absence Request Form” if they are unable to attend a meeting.

1. Faculty News
2. P. Augustyn inquired about the format of the event organized by the office of the Dean to showcase faculty’s accomplishments. Discussion followed.
3. C. Calargé reported on the UFF chapter meeting with the president regarding the e-learning initiative.
4. I. Serra accompanied 3 graduate students to a conference in Tampa where they gave presentations for which they were congratulated. Students were also invited to submit their papers for possible publication.
5. I. Serra was invited the previous week to Portland to give a lecture at Portlantd State University.
6. N. Godón and M. A. Gosser-Esquilín presented papers at a conference at FIU that took place the previous week.
7. K. Lindbeck was invited to give a lecture at Oberling College.
8. F. Conrod is scheduled to give a lecture on Nov. 8th at 11:00a.m. as part of the Coffee Colloquium.
9. Undergraduate Studies Report
10. New courses were approved: 4 Arabic courses, 3 Chinese courses, 2 Spanish courses and 1 French course.
11. M. A. Gosser-Esquilín reported on the structural change that was proposed for the Spanish major. This change was tabled at the UPC committee in order to wait for equivalent changes/proposals at the level of the other sections.
12. Discussion followed. Decision proposed by M. Horswell:

* Sections meet this semester to discuss structural changes in respective majors
* UPC committee looks at changes in January
* Discussion follows in the department later in the Spring.
* M. A. Gosser-Esquilín suggested inviting A. Anoufrieva to sections’ meetings.

1. I. Serra missed the previous Undergraduate Studies committee’s meeting. LLCL had no new courses brought to be approved by the committee.
2. Graduate Studies Report.
3. N. Poulson reported on graduate applications for Spring 2012.
4. She gave updates about the GRE situation. Faculty are invited to evaluate students’ files ASAP after they receive notification of completion of student’s file.
5. A. Augustyn inquired if international students can still apply for Spring. N. Poulson said that it is impossible due to time restrictions concerning their visa.
6. M. Munson inquired if the Dept. of English’s decision to maintain the GRE requirement can affect comparative literature students whose main area is English. The answer is NO.
7. N. Poulson gave the list of the 14-15 graduate students who are expected to graduate in the Spring of 2012.
8. N. Poulson reported that all proposed graduate classes were approved by the graduate committee.
9. PhD. Proposal was postponed till next graduate committee’s meeting (Nov. 30th). Discussion followed about new theory courses and how/when to propose them.
10. G. Blattner inquired about the organization of all the MA exams. Note: Need to reserve the lab. as testing center for the MA examination week.
11. Assessments and SACS.
12. M. Horswell offered report on progress (all syllabi are clean).
13. Next step: faculty credentials. M. Horwell will meet individually with faculty if there is any issue in that regard.
14. IOR: M. Horswell thanked faculty who are IORs. Discussion followed regarding assignments, SPOTS, and annual evaluation reports.
15. Assessment. M. Horswell offered report on this year’s assessment. Long discussion followed about possible changes to introduce to FOL 3880, to assessments of Italian and Linguistics. It was decided that the UPC committee will meet to think of possible improvements and/or updates to bring to assessment process (assessments of senior students only, rubrics, etc.).
16. Lab-fees

M. Horswell announced that there was a balance $71,000 for lab-fees with which we could purchase hardware for first and second year language instruction. Faculty are invited to submit requests to purchase material to that effect.

1. New fees for Proficiency Exams

M. Horswell announced that we were granted permission to charge and collect fees for proficiency exams.

1. Budget discussion:

There was a delay in discussion of budget. M. Horswell informed the faculty that he had a meeting on Monday with the Dean. If the department is forced to make cuts, he would suggest that they be made from savings in Hybrid classes. Discussion followed on hybrid classes and how this will affect professors, instructors, and adjuncts.

1. The meeting was adjourned at 12:15p.m.

Submitted by Carla Calargé