

VILLANOVA UNIVERSITY
DEPARTMENT OF CLASSICAL & MODERN LANGUAGES & LITERATURES
FACULTY MEETING
September 14, 2001- SAC 300

Present: Professors Peraita, Trujillo, Poeta, Roman, Pastore, Juliá, Ogden, Helmetag, Briker, Vallieres, Rigaud, Rayesvski, Chi, Nakagawa, Hamada, Hunt, Jawarowski, De Vos (Interim Chair), Kenney, Carlson, Young Díaz
Absent: Dr. Mongeau, Goldberg (notified in advanced)

The meeting was called to order at 12:35 pm.

Dr. DeVos addressed the faculty and asked to have a minute of silence in respect for the events of this week.

Service Learning

Dr. DeVos introduced Michele Pistone from the Law School who addressed the audience on the possibility of Service Learning opportunities for undergraduate students.

She talked about the service that the law school provides for different groups of individuals in the different fields of law and mentioned that sometimes they need translators to help with individuals who cannot speak English. There is a need to have Spanish speaking students help with migrant workers who need to be understood.

Ms. Pistone talked about the Clinical Programs and the five different fields that they cover for low income people.

- Tax
- Refugees
- Civil Justice clinic (dealing with landlords, tenants and social security benefits)
- Farm worker clinic
- Juvenile Justice

Law students have an office that operates as a law firm. As part of this operation these students have started an outreach to farms workers, many of these workers are Mexican and don't speak any english.

The floor was opened for questions. Dr. Juliá asked Ms. Pistone if she was thinking in terms of developing a service learning course where students in languages would get credit, or if she was thinking in terms of individual students to assist the law students. Ms. Pistone mentioned that she would leave it up to us to develop a course where up to twenty students would become involved in the field of law and translation. Dr. Peraita mentioned that she had taught a service learning course which had been very successful with students going to low income neighborhoods to teach English to poor children. Something similar could be done with our students and Migrant workers in conjunction with the Law School. Dr. Trujillo mentioned that he had already sent several students from his class to help the Law students and would like to know how they were doing. Dr. Poeta wanted to know the level of language these students needed to have. Dr. DeVos suggested that a sub committee of

interested professors should be formed to develop a service learning course where students would receive up to 6 credits. Students in this course have to have already completed most of the courses for the minor. We need to:

- Write up a course description in order to get the project approved by the department curriculum committee and then by the College
- Design a group course divided between the different languages
- Have field work be an integral component of the course

Committees

Dr. DeVos asked the faculty to look at the list of the different committees and sign up for any committee they would like to participate in this academic year, or erase their name from a particular committee from last year.

Department Advisory Committee

Dr. DeVos also announced that by suggestion from Father Ellis an Advisory Committee would be established in the Department to advise Dr. DeVos in subjects related to the Department. The persons that were chosen for this committee were:

Dr. Helmetag
Dr. Pastore
Dr. Rigaud
Dr. Poeta
Dr. Peraita

The above professors were contacted and agreed to serve.

Sabbatical and Reduced Load Applications

Dr. DeVos announced the deadlines to submit the different applications for Sabbatical and Reduced loads. The applications can be found on the web.

Sabbatical applications are due by September 17, 2001. Reduced load applications are due by November 15, 2001.

Language Laboratory

Dr. DeVos informed the faculty that the Language Lab is located in Mendel G34 and is ready and running. He mentioned that this project was made possible thanks to a collaborative effort of Fr. Ellis and Dr. Juliá and the funding of this project by the VPAA.

There are three areas in the laboratory:

- Viewing (VCR's with European conversion)
- Individual computers (20)
- DVD and VCR players for individual use of the students

Some kind of schedule proposal should be thought out for the use of the lab. Dr. DeVos asked the Technology committee to meet and come up with a good proposal for scheduling the use of the laboratory. He also asked professors to look carefully into the need for special hardware or software that might be needed for a specific language. A

request should be submitted to him from the particular language, together with some information as to its need. There are some funds available to purchase software.

Each teacher should set up a time to get a demonstration of the facilities from Rose Vesci. We all should try to use the appropriate technology in our classes.

Class visitation committee

Dr. Juliá mentioned that there was a Class visitation committee which needed to be included in the list of committees. An ad-hoc committee was founded during the last academic year to write the guidelines for visitation. This committee is very important to the Department. Professors who were involved last year were: Drs. Peraita, Helmetag, Rigaud and Jaworowski.

Merit Raises for 2001-2002

Dr. DeVos informed the faculty that he will be implementing some of the suggestions mentioned in the evaluation conducted by three outside Deans. Among the items he would like to implement are merit raises for the academic year, which will be based on the following:

- Teaching 25%
- Research 25%
- Service to the Department 50%

Dr. DeVos explained that the amount of funds allotted for this purpose is not that large but that it would be distributed equitably taking into account the above distribution. He also mentioned that the budget of the department is also small and we need to abide by it in order not to overspend, therefore:

- If we overspend our budget money will be deducted from next year's funds
- Funds are used mainly for:
 1. Travel
 2. Copying
 3. Postage

This is a very delicate matter. We are not getting extra funds from the VP. This year we will also be charged for Blue Books.

Dr. Juliá mentioned that she had been very careful the previous year and that the budget at the end of the year had a surplus of a couple of thousand dollars.

Placement tests

Dr. DeVos said that despite the fact that some people are not in favour of having a placement test, some kind of test is needed in order to place students in the proper language level. He suggested that based on this year's experience we should provide the test on line and have students take it during the month of June. He liked Dr. Poeta's suggestion of having in addition to the regular placement test a writing sample. Dr.

DeVos suggested assigning the TAs to correct and grade the tests during the month of June. Any other suggestions on this matter will be greatly appreciated.

A question was asked as to what the selection of the Advisory committee was based on and if Dr. DeVos really wanted to help the Department why was not the Department involved in this selection? Was this done in a Democratic Way? Dr. DeVos responded that we live in a democracy but your place of employment is not. There was some additional discussion.

The meeting adjourned at approximately 2:00 p.m.

Respectfully submitted,

Elvia Beach
Administrative Assistant