

**Languages & Literature
Chairs Meeting
October 5 11:00am**

Present: Chris Lowry, Tracy Fung, Beatrice Manneh, Carlos Pedroza, Melinda Carrillo, Barb Kelber

Faculty Hiring

8 positions college wide for Fall 19 → Palomar pulled FTES from Summer 18 into 1718, and it raised our FON. Now we need to increase to several positions. We already have 8 faculty hiring committees underway to hire for Spring 19. For F19, we have ENG, SPCH/SPCH Team, ASL/Deaf Studies, and FREN/SPAN.

Each group of Chairs per Division will discuss additional positions in their area for further possible hires. Shayla presented a spreadsheet, and the group looked at the following columns.

- PT/FTEF%
- 17/18 FTEF
- 17/18 FTES
- Adjusted PT/FTEF% (based on the 1 additional hire.)

GRANTED + additional new hiring for F19

Shayla and the group went through the numbers and discussed how many additional positions they feel they will want to bring to IPC for prioritization. The college wide list for this next group of hires will be announced as soon as next week.

ENG – one (already) + possibly additional 2 (Barb prefers total of 3, due to time involved in screening large number of applicants)

WORLD – one (fren/SPAN) + possibly additional 1 SPAN

SPCH – one (forensics) + possibly additional 1 generalist w/ preferred quals for Forensics?

ASL – one (deaf studies) + Chris will ask Deaf Studies or Interpreting. Possibly additional zero or 1? additional

ESLANG – one + possibly 1 additional (writing specialized)

READ – zero granted + 1 additional

Shayla will check with HR – If we ask for two forensics, do they both have to have coaching duties?
Same with ASL and ESL.

Bookstore ordering

Kelly Falcone helped develop an online ordering form with the bookstore for ZTC. We would like to use with slight adjustments. Chris mentioned Follet Discover, which is a link available through CANVAS. Barb would like a paper system for those who won't do online as we transition to a fully automated process.

Fall 19 – Due to AB705, ENG will have no classes below transfer level.

No additional topics were discussed.