Foreign language instructor meeting  April 12, 2013

Present: Eunyoung Cho, Mayumi Hirata, Margo McGrath, Earl Nakahara, Shioko Yonezawa  (Recorder)

Absent: Justin K. Ota

Foreign language coordinator Shioko Yonezawa called a meeting to order at 11:10 AM.

Agenda

1. Materials to order for the Fall 2013 update
2. Sharing assessment tools and weight
3. Course level assessment worksheet
4. LA gathering

Materials order

Yonezawa reported the status of material orders. All the materials are now turned in (as of April 12).

Assessment tools and weight (see appendix)

Each instructor shared their practices in the following order:

- Yonezawa (JPN 101, JPN 102, JPN 201, and JPN 202)
- Hirata (JPN 101, 102)
- Nakahara (JPN 30)
- Cho (KOR 101, KOR 102)
- Yonezawa (CHN 101, CHN 102) for Ota who is absent due to urgent business
- McGrath (SPAN 101, SPAN 102) complete report in hard copy to be submitted to Yonezawa on Monday next week.

Sharing is beneficial to know other instructor’s ideas and concerns. The content that we shared is summarized below.

Yonezawa reported that the curricula for all Japanese courses were designed to align with those of UHM. The differences between HCC’s and UHM’s lie in the amount of kanji introduced. UHM introduces about 60 kanji more than ours. Assessment tools and weight are equivalent to those of UHM. All skills (listening, speaking, reading, writing, and culture) are to be developed and assessed in 101 through 202. She uses HW 10 percent, pop quizzes 5 percent, quizzes 15 percent, tests 20 percent oral tests 20 percent, final exam 25 percent, attendance and participation 5 percent.

Hirata reported on her classes that her assessment tools and weight are similar to those used by Yonezawa. She additionally uses manga (drawing bubbles) for having students to fill out with appropriate expressions according to the situation given.
Cho reported she uses similar tools and assessment method to those used for Japanese courses. She puts an emphasis on oral performance; conducts quizzes on new vocabulary to have students prepare for a new chapter.

Nakahara reported that in JPN 30 (Conversational Japanese) course, he introduces hiragana and katakana as well as vocabulary to help students move onto JPN 101 course; quizzes weigh 60 percent; HW not to be graded; oral test 5 percent; final exam 25 percent, and participation/attendance 10 percent.

For Chinese 101 and 102, Yonezawa reported the information obtained from Ota. In his courses, he uses HW with 20 percent weight, tests with 40 percent, oral tests 20 percent, and final exam 20 percent. With attendance/participation, students are penalized with 1 percent drop for each absence when students have more than 2 absences.

McGrath brought up her concerns about students’ plagiarism prevention. She is submitting her reports on her SPAN 101 and 102 courses to Yonezawa on Monday. (Added, based on her report submitted on Monday: She uses HW 10 percent; Pop quizzes and regular quizzes 20 percent; tests 30 percent; final exam 30 percent; and attendance and participation 10 percent.)

Course level assessment worksheets to be submitted to Jeff by electronically or with a hard copy. Electronic copies are recommended.

Language Arts gathering organized by Eric and Alapaki and to be held at Kincaid on Friday, May 9. Everyone is encouraged to attend.

Meeting adjourned at 12:50 PM.

Partially recorded by Hirata and later summarized and submitted by Yonezawa