James Chan, the director of CeLTIE, introduced himself and asked each person to go around the room and introduce themselves. He remarked that there have been many changes in a year and would offer some highlight on how CeLTIE was doing.

**CeLTIE Business Update**

**Sanako Recording Services.** James reported that in fall 2007: there were 9432 student files in 1049 teacher folders and in the spring 2008, there were 10151 student files in 1314 teacher folders.

He said that sometimes we had complaints from the students about the language labs being inaccessible due to classes when they wanted to do their recordings. He was looking for solutions for this problem and he would like coordinators’ input. One of the options he thought about was headsets for loan. CeLTIE already had 30 headsets and could loan them out to students. However, the response was: students just didn’t want to do recording in the regular STC computer labs. They said that everyone in the computer labs was quiet and then they were speaking a foreign language so they didn’t feel comfortable about that. Jeff asked James to consider setting up Sanako recording labs in the RPS residence halls.

Linda asked, “How hard is it to download Sanako onto a laptop?” Linda said she had received some frustrated comments about how students had their own laptops and headphones but couldn’t seem to download the Sanako program. She was wondering how complicated that was and if it would be possible to have a part of the orientation and handouts explaining how to do the download. James answered that CeLTIE already had a Shortcuts that listed the steps of downloading, installing Sanako and the IU VPN. James also said we always wanted to walk students through the setup step by step, yet we weren’t given enough time to do so. All language instructors needed to do was to schedule in 25-30 minutes for the workshops so that we could cover the whole thing—from recording and saving to downloading and installing. James mentioned that before we started doing the Sanako workshops, it was a nightmare. But since we started those workshops, the student’s difficulties and frustrations decreased dramatically. Hyo San and Jeff asked if CeLTIE could make the Sanako Shortcuts instructions available on CeLTIE’s website. James said he would talk to Dan about it. He asked where to put it, so coordinator would know where to find it, since CeLTIE web services were getting bigger and bigger. It was suggested to put the downloadable shortcuts under “Language and Learning Resources”. Linda asked if she could have a session where the student could bring their laptops in with them. James said that it would be a good idea.
Fall 2008 Workshops. At the beginning of the fall semester, CeLTIE offered 59 Sanako and Resources workshops for 1299 students, 5 Orientations workshops for 52 faculty and AIs.

CeLTIE Lab/Studio Reservation & Schedule. James showed the coordinators the CeLTIE home page and the Lab Reservation Schedules page. Coordinators could check online the schedule and availability of all CeLTIE labs and rooms including BH114, the recording studio before they called Lisa to schedule. To make a reservation, coordinators could call 855-8383 or email Lisa at celtie@indiana.edu. James didn’t want to have a self-reservation form on the web at this point, because Lisa needed to ask questions about specific needs.

Clip Art. James mentioned that some coordinators had requested Clip Art support. After some research, he found and ordered a product called, “ClipArtz&More 3.5 Million.” It came with a physical disc and one year subscription to iclipart.com, an online library with 7.8 million fonts, sounds, pictures, photographs, etc. James asked coordinators to try it out and let him know how they liked it. The new service would be available as soon as he received the ClipArtz&More disc and set up the computer station in BH121. The lab hours are Mon.-Thur. 8AM-9PM, Fri. 8AM-5PM, Sat. closed, and Sun. 5PM-9PM.

World Language Festival. James reported that the world language festival was moving along. The call for proposal deadline was this coming Friday and CeLTIE would start reading the proposals on Monday and hopefully had a schedule within a few weeks. So far had you had any problems submitting the proposals? Or any suggestions? Several coordinators mentioned having problems. Zaineb said that they got an error message. However she called Dan and got it worked out. James asked each department or center to consider submitting at least one language specific proposal for each language and three about culture or language and culture together. He would like to have hands on elements in it to make it very interactive because the audience would consist of high school students so it was not very appropriate for them to just sit through thirty minutes. Beatrix asked if there would be a room for poster display. Some instructors would like to set up posters and display tables and exhibits and be available to answer questions. James said that we would be using classrooms here in Ballantine and we would try to set it up the way the presenters wanted it.

IU Foreign/Second Language Portal. James showed the IU Language Portal on the screen and commented that this year he wanted to make the portal more accessible and useful for IU students. This was a platform, an online resource place for instructors to use for their students. We already had all these languages, if yours was not listed here, please let us know and we would add it. We were exploring many ways to use this. We knew many of you were using this for audio and video. The portal was secure; students had to log in to access the secured content. James showed the French site and Kelly explained it. She handed out transparencies of comic book pictures and her students put dialogue on them. They wrote the dialogue and then they watched the movie. Students could access the portal 24-7 from anywhere that had web access.
James asked the coordinators to send in useful web sites for study aids and tools to help students learn the languages. He said the SCOLA and Languages Online were here, and the portal was increasingly used by more and more students and instructors. He would like to turn the portal into a one stop shop for all IU foreign/second language learning resources. He welcomed any suggestions for any improvements. He would just like to make it a better place for language faculty to teach at IU.

**IU World Language Exchange Services.** James reported that CeLTIE was taking on a new project called “IU World Language Exchange” service. It allowed IU students to come to the website to look for language partners. First they filled in a form: first name, last name, email address, what help they would need and what they could offer in return. If they wanted a language partner in Arabic for example, and in exchange they could offer help in English. They could tell us what level they were in and what proficiency level they could provide. They would fill in a form and submit it. We would have a database and people could search, say for an Arabic practice partner and it would show all the possible candidates they could contact by email. Zaineb asked if it was ready yet and James responded that we were still working on it. Jeff mentioned that it would be good to have the different levels specified.

**CeLTIE Strategic Plan.** James started developing a strategic plan for CeLTIE. He would need all the coordinator input to make it a good one to serve all the language students, faculty and departments well for the next two years, 5 years or even 10 years.