American Language Department Minutes  
Tuesday, June 10, 2014  
1:30-3:30 p.m.

Present: Glenda Bro, Evelyn Hill-Enriquez, Jennifer Leader, Barbara Mezaki, Nona Stokes (recorder)

1. May Minutes
   May minutes were approved as amended.

2. Humanities Update and Chair Report
   Glenda reported that at the Division meeting, there was a discussion of the adjunct-faculty evaluation process.
   
   She also reported that departments which want to submit a request for a new faculty member must fill out a request for vacancy form. AMLA will readdress this at the end of spring 2015.

3. SLO’s for Fall
   Evelyn will present ideas and lead a department discussion on Speech 21S SLOs following the President’s opening meeting on flex day.
   
   Barbara will present ideas and lead a discussion on AMLA 56, 57, 58, & 59 courses.
   
   Note: A department meeting will follow lunch on flex day.

4. Satisfaction Surveys for Fall 2014
   Evelyn presented drafts of materials to be distributed to faculty teaching writing courses in the fall. Evelyn and Nona will finalize materials and distribute them in early summer and again in the beginning of the fall semester.

5. Scheduling for Winter and Spring 2015
   Scheduling for both winter and spring 2015 semesters was completed.

6. Liaison Reports
   International Student Advisory Board:
   Barbara reported that International Student Survey forms for faculty and students will be coming out, and we, as faculty, should complete the survey and encourage students to complete it.
   
   Faculty Association
   Glenda reported that the faculty contract will be ready some time in the summer, so we should watch our mail for it.
7. Committee Liaison Duties for 2014-2015

Committee Liaison Duties were determined as follows:

- ESL: Barbara
- Academic Senate/ Faculty Association: Glenda
- Campus Tutoring: Nona
- Textbooks: Jennifer (fall), Nona (spring)
- Web Site: Jennifer
- Hospitality: Barbara
- Matriculation and Assessment: Nona
- Supplies: Glenda
- Wiki: Jennifer
- Basic Skills: Glenda
- LLC Advisory: Evelyn
- AMLA Tutoring: Evelyn
- AMLA Lab Scheduling: Nona
- Content Review Committee: Glenda
- International Student Advisory Board: Barbara

8. Other

Barbara reminded us that this coming year will be AMLA’s 25th birthday, so we should plan a celebration. Barbara will be looking into setting up Facebook and Twitter sites to advertise and provide communication avenues for the celebration. Further discussion will take place via e-mails and on flex day.