AmLa Department Meeting
November 12, 2013

Attendance: Bro, Hill-Enriquez, Leader, Mezaki (recorder), Stokes

1. Minutes for the October meeting were approved as written.

2. Announcements from the Humanities Division:
   - There will be no growth in winter or spring.
   - The division will re-send information on the absence policy.
   - The division would like departments to establish a pool of adjunct faculty. Jennifer will help Glenda in this endeavor.
   - Information about the Title V grant was disseminated and will be discussed further at the December meeting.
   - International Education Week is this week.

3. Department Equivalencies: the existing minimum qualifications for AmLa were shared and discussed. No changes were suggested.

4. ELTP: Glenda disseminated information about the new English Language Institute. The department suggested some changes to the schematic including the word “Admission” for the word “Placement.” There was discussion about the lack of input from the International Student Advisory Committee.

5. Scheduling for Summer 2014

6. Tutoring: In brainstorming related to the Title V discussion, Evelyn shared that she has made tutoring more “intrusive” for her class, as an integrated part of her course. Glenda echoed that basic skills research has shown that “intrusive” counseling and tutoring intervention helps students the most.

   Evelyn also shared that Tutorial Specialist position, currently funded by ARISE, may become a full-time position. Evelyn will investigate whether ARISE will continue to fund the position presently being filled by Elizabeth Casian.

7. ePie:

   Resources: the department discussed the replacement of the laptops in 66-222. We agreed that there is not a sufficient amount of space in that classroom to utilize desktops. We agreed that laptops would be the best option.

   SLO Updates: Glenda sent out a reminder about Writing SLOs. She will re-send the information this week.

8. Curriculum Review 13-14
Verbs Courses (57, 58, 60): the department reviewed the course outlines for the three one-unit verb courses. No major substantive changes were made. Barbara will view the methods of evaluation to comply with the style sheet recommendations and report back at the December department meeting.

9. Liaison Reports

Matriculation: Nona reported that the revised AWE rubric was approved. The IELTS people are not interested in administering their test at MSAC. The DRP re-testing policy and the reading competency challenge test are to be reviewed by a task force which has yet to be appointed.

Tutoring Advisory Committee: Nona reported that the portal has “old” information for the AmLa tutoring on the Student Success page.

LLC: Evelyn reported that there will no longer be monies for a new stand-alone language lab building but will likely be housed in another building. Evelyn has asked that the LLC Advisory Committee does not currently have a “user” on the building planning committee and she would like to see that changed.

Faculty Association: the dental insurance will remain the same. Faculty are encouraged to take the negotiations survey on the website. Eric Kaljamaji has been elected to VP of the FA. The VP of the Academic Senate will now be president, and a new Senate vice president will be elected.

International Student Advisory Committee: Barbara reported that this committee lacks a connection to instruction. Therefore, AmLa is considering withdrawing representation from the Advisory Board because the purpose and function seem unrelated to instruction.