

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.