

**American Language Department
Minutes for March 10, 2015**

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

- 1) December minutes approved as amended.
- 2) Humanities Update: Growth money comes from fill rates. Since fill rates are good, there is no plan to add sections in the near future. Overall, FT evening student enrollment is significantly down.
- 3) Enrollment Figures: The members examined enrollment figures and agreed that the AMLA Chair will look at fill rates in week 2 each semester. We discussed adding writing advisories on reading classes.
- 4) Summer 2015/Fall 2015. Decisions made on Summer and Fall assignments and classrooms.
- 5) AMLA 25-Year Celebration – Spring 2015 activities. AMLA will be sponsoring a “time capsule” writing contest for students. AMLA faculty will be receiving flyers on the contest shortly. Winners will receive a prize of \$25.00. AMLA was featured all throughout winter on the Mt. SAC website. And banners are hanging outside the offices and soon in the 26 quad area. The signed birthday cards will be posted in the AMLA area. Evelyn will check with Teresa about how to get the prize money out of the SLO award money.
- 6) Writing Rubric/Common Assessment/Course Alignment – Our courses are not aligned with the course descriptors of the state. AMLA faculty will be realigning courses to meet state standards. A timeline will be developed at the meeting in April.
- 7) Satisfaction Survey results for AMLA Writing classes – nothing to report
- 8) ePIE – to be discussed in April.
- 9) Department Budget purchases: The department will order several kinds of supplies and books.
- 10) Liaison reports:
International Student Committee: update given. Matriculation committee: The AWE more academic third prompts have been written and will undergo bias studies in Assessment. The MM survey has been put online.