

## **American Language Department Minutes**

Tuesday, May 12, 2015

2:30-4:30 p.m.

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

### **1. April Minutes**

April minutes were approved as amended.

### **2. Humanities Announcements and Update**

Glenda reported on items from the Division Meeting.

- The president is working towards dual enrollment with the high schools.
- Department minutes must now be sent to Kim Garcia in the Division by the chair in PDF format and must include names of attendees, date, SLO outcomes, curriculum, and ePIE planning.
- Construction on the Business Technology building will begin in September.
- Program outcomes now have to match institutional learning outcomes.
- A division retreat will take place on May 29.

Note: Nona expressed an interest in attending the May 29 retreat.

### **3. Review of SLO Report**

Glenda presented the latest outcomes assessment. They were approved by the Department with minor revisions.

### **4. Review of ePIE Report**

Glenda presented the yearly ePIE report. Minor revisions were made. Final approval will take place at the June meeting.

### **5. AmLa Faculty Tutoring Report**

Evelyn presented data on tutoring in the Writing Center and Building 66. There was a discussion on how to make tutoring more meaningful to students and how to build tutoring in Building 66. It was decided that each faculty member bring a suggestion to the next department meeting. Further discussion on tutoring will continue on flex day.

Glenda notified the department of a request from David Charbonneau to conduct a Writing Center AmLa Survey. It was decided that the Writing Center should make individual requests of each faculty member teaching writing classes.

## **6. Committee Membership and Liaison Duties for 2015-2016**

Committee Liaison Duties were determined as follows:

ESL	Barbara
Academic Senate/ Faculty Association	Vacant
Textbooks	Jennifer
Web Site/Wiki	Jennifer
Matriculation and Assessment	Vacant
Basic Skills	Barbara
LLC Advisory	Evelyn
AmLa Tutoring	Evelyn
AmLa Lab Scheduling	Nona
Content Review Committee	Nona
International Student Advisory Committee	Jennifer
Salary and Leaves Committee	Jennifer