

American Language Department Minutes

Tuesday, November 18, 2014

2:30-4:30 p.m.

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

1. Minutes

October minutes were approved.

2. Visitor

The Department was visited by Steven Maggiore, a representative of Cengage Learning and National Geographic Learning.

Several textbook options were presented, and copies were left for faculty perusal.

3. Announcements and update from Humanities Division

Glenda reported

EIWOS will no longer exist and will be replaced by Schooldude.

There is \$45,000 which can be used for faculty inquiries. More information concerning submittal of proposals will be forthcoming.

The new faculty contracts are out and may be picked up in the Division office. One new item in the contract is that faculty may make up missed office hours during the week if they were missed due to illness.

There are some new developments regarding evaluations for first-time adjunct hires.

Adjunct faculty can now be paid to do SLO tasks.

4. Summer 2015 Schedule

The summer 2015 schedule was completed.

5. Textbook List

The textbook list was updated.

6. Update of SLO assessment

The 21S assessment results will be discussed either at the December or March meeting.

7. AmLa Website

Jennifer reported that the AmLa website is ready to go online.

Glenda recommended that the Department liaison position always be filled to keep the website current.

8. AmLa 25-Year Celebration

Evelyn presented several choices for the banner, and one was selected by the Department. The banner can be ready 72 hours after submittal of the design.

Nona reported that packages with pens and candy plus a card to be signed by students have been placed in the Department for pick up by faculty members. Also, an e-mail has been sent to faculty with instructions.

The Department will make a short presentation at the December 10 Board meeting. This will coincide with the announcement of the 25th anniversary being placed on the school marquee.

9. Writing Rubric/Common Assessment/Course Alignment

Tabled

10. Liaison Reports

LLC

Evelyn reported that the new language building planned for the tennis court area will be finished in three years. It will involve some construction on the south end of Building 66 that will disrupt classes.

Evelyn also reported that there are 100 Ajar licenses available. There was some discussion as to what that means and how they will be distributed.

Tutoring

Evelyn reported that she and Elizabeth Casian discussed winter tutoring money. Although there is a limited amount of money available, the Department agreed to offer tutoring in the winter semester.

Glenda and Evelyn reported that the numbers of students using tutoring in Building 66 is not significant enough to draw any conclusions about success. The Department will continue to follow student usage of tutoring in Building 66.

There was a discussion on how to maximize usage of tutoring in Building 66.