

American Language Department Meeting Agenda
Tuesday, October 14

Present: Glenda Bro, Evelyn Hill-Enriquez, Jennifer Leader, Barbara Mezaki, Nona Stokes

1. Review of minutes from September

The September minutes were approved as amended.

2. Announcements and update from Humanities Division

- a. The Division has made its recommendations for requests to fill vacant faculty positions.
- b. Nov. 8 Mt. SAC will be hosting a human trafficking conference.
- c. The Fall schedule will be on hold while the College adds classes in attempt to recover 200 FTEs from previously cancelled classes.
- c. There will be Division planning session during Winter term.

3. AmLa Web Page (Jennifer)

Jennifer submitted further drafts of web pages for the updated Mt SAC AmLa Department web page. Evelyn will look for photo to be included on the front page and Glenda will get Jennifer a digital SLO summary. Jennifer will meet with Eric Turner at end of month to upload a hidden version of the page for department approval at the November meeting.

4. Textbooks

The department needs update our approved textbook list. Glenda will send an email to the department asking for suggestions for textbook consideration. It was also suggested that the department implement a more regularly scheduled updating of textbooks and resume sending desk copies to library. The department will revise the approved textbook list at the November meeting.

5. AmLa 25 Year Celebration Updates

Jennifer reports that interviews for a write-up on the Mt. SAC web page are ongoing. Nona has worked on obtaining "American Language 25 Years" pens and candy; she will also work on the birthday card project for AmLa classrooms. Barbara has contacted the College concerning the marquee message that will run at the

beginning of November, and she will be the department spokesperson in the public comment section of the November 19 Board meeting that all department members will attend. Evelyn is helping to create AmLa banners for Building 66 and the department glass case. Glenda will bring an AmLa birthday cake to the Division meeting in April. In future meetings, a Spring writing contest for a time capsule to be kept in the Mt. SAC library will be addressed.

6. Goals, Resources, and Future Plans

The department worked on the goal, resource and future plans sections of the annual PIE report. Barbara and Evelyn reminded the department that soon we will need to align course objectives with CB 21 codes in order to ensure that our courses fit with common assessment. Barbara will send the department the CB 21 information from CATESOL.

7. Liaison reports

- a. Nona resigned from the Campus Tutoring Committee due to scheduling conflicts.
- b. Evelyn resigned from her individual faculty involvement in the ARISE advisory board due to her disappointment in their failure to accomplish the stated goals of the grant.
- c. The Division and the Writing Center are working on institutionalizing the tutorial specialist position currently held by Elizabeth Casian.
- d. There continue to be problems with inaccuracies in the recorded numbers of students using AmLa tutoring. The chair has asked Lisa DiDinato to follow up and check the figures again. The department has decided to offer AmLa tutoring through Spring while waiting on a more accurate set of numbers upon which to base decisions.
- e. Evelyn will head up the thanksgiving box project in coordination with the ESL department.
- f. Evelyn reported on the CB 21 meeting (a state-wide Senate ad hoc committee) that she attended on behalf of the College in September.
- g. Barbara reported that the ESL department is following up on the high number of no-shows for the spots that had been allocated for ESL students in AmLa classes this semester.
- g. Barbara reported that at the International Students Advisory Board it was announced that there was no longer an interest in starting a private language school at Mt. SAC; moreover, the College is

considering buying parcels of land to build dorms for international students and athletes.