

American Language Department Meeting
Tuesday, October 8, 2013

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 new HSS Division Absences Reference Guide was distributed and discussed. The new policy will begin October 14.
- b. There were 17 requests for new and replacement faculty positions in our division; meanwhile, the Chancellor's office has lowered the College's faculty obligation number.
- c. The Division will be involved in the new Title 5 grant.
- d. The Chair presented feedback from the SLO Evaluation Checklist concerning AmLa 23S to the department.

3. International student event/s

- a. Halloween Party—We will make flyers available to our students to advertise this event sponsored by Student Services on 10/29 from 3 to 5 p.m.
- b. Author Presentations—The book lecture celebrating International Education Week is scheduled for Thurs. Nov. 14.

4. SLOs

- a. The department discussed whether or not all sections of our writing courses should participate in the Fall SLOs. It was decided that it would be up to each instructor to determine whether he or she would administer the SLO to multiple sections of the same class or not.
- b. The department reviewed the second draft of the Summary of Data Collected and the Use of Results for AmLa 60 and 61. The members discussed how to change the SLO instrument for next scheduled assessment. Barbara will make and send the changes to the Chair.

5. English Language Training Program (ELTP) update

The Chair reported on two meetings with the Dean of Continuing Education and with the director of ESL concerning the proposed fee-based language school. Of particular concern is the President's proposal that graduates of this program would matriculate directly into English 68. Glenda and Jennifer will continue to initiate discussions to try to help develop an acceptable program that feeds into AmLa classes. She will continue to be in contact with the leaders of Faculty Senate concerning this matter.

6. ePIE - "Future Plans" and "Resources"

The department worked on its future plans and equipment, staffing, facilities and research support requests for the June 30 ePIE report.

7. Curriculum review for 2013-2014

The department discussed the four-year curriculum review schedule for the one-unit AmLa classes: 56, 57, 58, 59, 60, and 61. These reviews are due May 31. This work was scheduled for the November and March department meetings.

8. Liaison reports

- a. Matriculation—Nona reported on the Mt. SAC IELTS testing proposal.
- b. AWE—Evelyn reported that training is complete for the new rubric.
- c. Faculty Association—Glenda presented new choices to vote on for our dental plan. The department would like to keep the status quo.