

American Language Department Meeting Agenda
Tuesday, September 10, 2013
2:30 - 4:30 PM
66-218*

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

1. Minutes from May and June were approved as amended.
2. Announcements and update from Humanities Division. Soon the Division will begin a new way of posting professor absences. Students will be notified via their Mt. SAC email that the professor will be absent. Faculty must still call the Division office, however. The campus is currently in a growth mode of 2.8%. AMLA classroom 66-222 is first on the list for replacement of computers with the Division instructional equipment budget. In two to three years, the new language lab building will be built between Bldg. 66 and the tennis courts. The Division believes that the language institute may affect AMLA enrollment. We may need a new faculty member. The new contract is out.
3. International student event. Stacy Lee asks how we want to participate in the Fall Mixer. It was decided that AMLA professors will distribute flyers. To celebrate International Education Week – Nov. 12-15 – there will be a lecture and book signing of “What Foreigners Need to Know about America from A-Z.” Glenda will send out an announcement via the listserv to see if professors would like to participate.
4. Tutoring video (Nona). We will begin to think about what AMLA would want to say on a three-minute video highlighting AMLA tutoring. At the next meeting in October, perhaps an overall format will have been decided upon.
5. Review and finalize Winter / Spring schedule. The Winter and Spring schedules were reviewed. Five units were added to Winter and Spring; AMLA 21 and 22 were added in Winter, and AMLA 56 was added in Spring.
6. Curriculum and SLO review for 2013-2014. Glenda distributed a new schedule with this year appearing as Year One. This year we are doing SLOs on all the writing classes.
7. Finalize plans for SLO workshop on September 17, 3-6pm. Refreshment assignments were reviewed. The agenda and parameters were reviewed.
8. Write rubric for SLO on sentence variety. The rubric for “Development” and “Sentence Variety” was refined for use at our SLO workshop.

9. AmLa 60/61 SLO review of data and use of results (Barbara). Discussion ensued regarding the use of results. AMLA 60/61 SLOs will be finalized at the October meeting.

10. Liaison reports. None were given.

11. Other