

American Language Department Meeting  
Tuesday, December 8, 2015  
1:30-3:30 p.m.

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

**1. November department meeting minutes were approved.**

**2. Nona presented the Humanities update and chair report.**

a) In Winter Nona will attend the Humanities Division retreat to work on a new rubric for faculty RFPs.

b) The department chair of English has given the AmLa department a list of course descriptions, lecture topical outlines, course measurable objectives, and course methods of evaluation for their composition classes. The department will discuss the list in March to ensure that AmLa courses continue to matriculate effectively with English.

**3. Reading Placement Update**—Based on Evelyn's research, the department voted to approve advisories for reading and writing classes because the current reading placement test will be no longer available after March and the Common Assessment will not yet be in place. In the interim period, students will self-place into AmLa reading courses based on their AWE score.

**4. Tutoring**—Despite many tutoring successes, the numbers of students availing themselves of AmLa tutoring is still low. The department decided that it will have to regretfully discontinue the AmLa tutoring program after Spring. Evelyn will be meeting with the director of the Writing Center in January to inform him of our decision.

**5. Student Evaluation Form Update**—Barbara has researched the feasibility of using the ESL student evaluation forms or a uniquely designed form for AmLa classes. The department decided to create its own form in order to more accurately capture the data that we need. The department will revisit the issue in Spring and Barbara will contact the Faculty Union president to inform him of the department's preference.

**6. Liaison Reports**—Jennifer reported about the activities of the F-1 International Students' Advisory Committee: The new director of international student services has resigned due to health reasons, and the Vice President of Student Services is interested in creating a free, non-credit summer English institute for the purpose of attracting more international students.