

American Language Department Minutes

Tuesday, March 8, 2016

2:30-4:30 PM

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

Absent: Barbara Mezaki

Recorder: Glenda Bro

1. December department meeting minutes were approved. Since the December meeting, the status of the use of the COMPASS/ESL Reading Test has changed. The Chancellor's Office has agreed to allow colleges to use the COMPASS test as an approved assessment instrument until the new Common Assessment is in place. Therefore, there will not be a gap between the use of the tests and reading advisories are not needed.
2. Nona presented the Humanities Division update and the chair report.
 - a. There was flat growth in Spring 2016 enrollment.
 - b. All syllabi must reference or provide a link to the course SLOs. Nona will inform the adjunct faculty.
 - c. All adjunct faculty must specifically state the time of their office hours that they will be available for student contact. They may hold office hours virtually.
 - d. A faculty member can suspend a student for two class sessions for disciplinary reasons, but he/she must fill out a Student Discipline form through Student Life. If they feel personally threatened, they should contact Public Safety.
 - e. Notices about the evacuation drill will be sent out in March.
 - f. The Humanities Division chairs are revising the RFP form and rubric used to evaluate requests for faculty positions.
3. Evelyn presented the SLOs for AmLa 22, 23, and 24. They were reviewed and revised. Assessment is created and in progress for the spring semester.
4. Jennifer presented a summary of the SLO assessment data from the AmLa 31, 32, and 33R courses, which was completed in the fall semester. The data show that students did not meet the expectations for the majority of the classes. This data were discussed as well as suggestions for the use of results. Jennifer will present the summary of the discussion at the April department meeting.
5. The Fall 2016 schedule was reviewed. The schedule of classes will stay as planned, but Nona will make some staffing and room changes.

6. It was suggested that class sets of books could be purchased with the Lottery fund money allocated to our department. Nona will investigate the possibility of a class set of a writing book for AmLa 43W or a class set of a reading book for AmLa 32R. Additional class sets of the graded readers could also be purchased.

7. Liaison Reports

- a. Jennifer reported that the International Student Advisory committee has met. The committee continues to discuss the proposed one-week Summer Institute. No formal action has yet been taken. Evelyn has indicated interest in teaching the English instruction portion.
- b. Evelyn reported that she attended a conference on the Common Assessment. In March 12 campuses will pilot test a version of the test with 12,000 students. Data will be collected and it will be sent to the Chancellor's Office for approval in May. A version of the test minus a writing sample will be available for Fall 2016. The department unanimously agrees that Mt. SAC should continue to administer the AWE until a version with a writing assessment is ready to be implemented.