

AmLa Department Meeting

October 13, 2015

Attendance: Hill-Enriquez, Leader, Mezaki (recorder), Stokes

1. Minutes for the September meeting were approved as written.
2. Announcements from the Humanities Division:
 - a. RFP Process: Nona shared the rubric for new faculty positions.
 - b. Curriculum Review: we plan to examine our reading courses in the spring of 2016 when the SLO data is finished. Curriculum review and formatting changes for AmLa 21S, 22S and 24 which were made on FLEX day will be submitted in this cycle.
 - c. Rehire rights: there were changes in the contract, so Nona is doing the evaluations for several adjuncts. The new contract states that there can be no rotation of adjuncts for course offerings; rather, *one class has* to be offered to the person with the most seniority and then others in order. Nona will notify adjunct about this contract change.
 - d. PLOs Step Two: Our SLOs have been correlated to the PLOs and ILOs. (See separate sheet)
 - e. Senate Representative: Dan Smith indicated that a senator at large may be assigned to AmLa in order to receive our input. Nona provided the Senate with our meeting schedule.
3. Summer Schedule – we examined the schedule for summer of 2016. Based on data from the division for the summer of 2015, we decided not to offer 21S or 32R.
4. Instructional Equipment -- Nona plans to ask for new instructor machines for 66-209 and 66-246.
5. Common Assessment and COMPASS Update (Evelyn) – Evelyn shared an email from another college about the topic of MSAC being one of the first schools because we use the COMPASS and it is being phased out. Evelyn will ask how NNS will be placed in reading courses under the common assessment. One suggestion was that the some of the multiple measure questions from AWE be used.
6. Room 66-222 Update – college representatives, the dean and department members met to discuss the reconfiguration of this classroom. Additionally, Barbara asked Nona to remind the division representatives and the student learning team to avoid scheduling a class in 222 at the 2:15 block. This will allow time to update the laptops.
7. Liaison reports:
 - a. Website – Jennifer reported on the AmLa website and the changes that have occurred with the new college website roll-out.

b. LLC – Evelyn reported on the ground breaking for business center and LLC on October 22 at 3:00 pm.

c. Booksale – Evelyn reported on the collection of books for sale.

d. Basic skills – Barbara reported that the rubric is being prepared for the proposal in the spring. The information sessions will be held some time in November.

e. Tutoring – Evelyn stated that David Charbonneau is the teacher of record for tutoring now. Also, he has flown the job announcement for a full-time tutorial specialist.