

English Department Meeting Minutes

October 16, 2025

In-person attendance: Jennifer Annick, Erica Brenes, Matthew Cheung, Dana Crotwell, Kevin Degnan, Chelsea Henson, Elayne Kelley, Mary Ann Leiby, Michael McDermitt, Chris Page, Bruce Peppard, Jane Sandor, Adrienne Sharp, Jocelyn Shaw, Darrell Thompson; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo; **Zoom attendance:** Stephanie Burnham, Rose Ann Cerofeci, Susan Corbin, Ashley Gallagher, Lyman Hong, Nida Husain, Brent Isaacs, Rhea Lewitzki, Peter Marcoux, Mora Mattern, Jeff McMahon, Stephanie Merz, Christina Nagao, Shane Ochoa, Michael Reyes, Stephanie Schwartz, Rachel Williams, Tiffany Huynh (PT), Sanam Lamborn (PT), Joshua Moreno (PT), Sumino Otsuji (PT); **Absences:** Tom Cody (PN), Sean Donnell (PN), Christopher Glover (SB), Anna Mavromati Duncan (LV)

General Business:

1. Gen AI cohort (GAINED) Report Out
 - Stephanie B. and Rhea shared information on the latest cohort of GAINED. Jane, Elayne, Rachel, and Sanam shared their experiences and what they learned from participating.
2. Guest Parking Update
 - Scott shared updates on the process for requesting guest parking permits. Faculty should email Susan with their guest and event information.
3. DCC Chair Vacancy
 - Chelsea will be stepping down as DCC chair after the Spring semester. If interested in the position, let Scott know.
4. Program Review
 - Pete and Rachel shared updates on program review. A basic survey will go out soon, and they hope to have a draft to share by the next department meeting to request faculty input.
5. ENGL C1000 & C1000/0100S Survey
 - Susan informed faculty teaching C1000 and C1000/0100S that they'll be receiving an open-ended survey to share how things are going with the C1000/0100S committee.
6. College Night – 11/5
 - Faculty should let Ed know if they'd like to volunteer to help.

Updates:

- A. Academic Senate (Stephanie B., Larry, Brittany, Sean, Erica B.)
 - a. No update.
- B. AFT/Union (Stephanie M., Elayne, Mora, Sean)
 - a. Elayne and Mora provided updates on upcoming events.
- C. ASO
 - a. No representatives in attendance.
- D. Counseling (Sabra, Amy, Rocio, Tawnya)
 - a. No representatives in attendance.
- E. DCC (Chelsea, Matt K.)
 - a. Chelsea confirmed that English is on schedule.
- F. Evolve (Argelia, Chris P.)
 - a. Chris P. shared details on upcoming events and workshops.
- G. SLO
 - a. Nida will be sending out reminders to faculty for courses due for assessment.