

English Department Meeting Minutes

May 1, 2025

In-person attendance: Jennifer Annick, Erica Brenes, Stephanie Burnham, Matthew Cheung, Dana Crotwell, Sean Donnell, Christopher Glover, Chelsea Henson, Lyman Hong, Mary Ann Leiby, Michael McDermitt, Chris Page, Bruce Peppard, Stephanie Schwartz, Jocelyn Shaw; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

Zoom attendance: Tom Cody, Susan Corbin, Ashley Gallagher, Elise Geraghty, Nida Husain, Brent Isaacs, Elayne Kelley, Peter Marcoux, Mora Mattern, Anna Mavromati Duncan, Stephanie Merz, Jeff McMahon, Christina Nagao, Shane Ochoa, Michael Reyes, Jane Sandor, Adrienne Sharp, Tiffany Huynh (PT)

Absences: Rose Ann Cerofeci (SAB), Kevin Degnan (SB), Suzanne Gates (PN), Rhea Lewitzki (SL), Darrell Thompson(SB), Rachel Williams (SB)

General Business:

1. OER/ZTC – Bookstore, Degree Pathways, Literature Course Options (Dana and Erica)
 - Faculty agreed to move forward with a ZTC pathway for English.
2. Textbook Submissions (Scott)
 - Summer by 5/15
 - Fall by 5/29
3. Gen-AI Navigation for English Discourse (GAINED) (Rhea and Stephanie B.)
 - Sign-ups are full, but faculty can still express interest for possible future sessions by completing the form by 5/3.
4. Anna's Baby Sprinkle on Thursday, 5/15, 1:15-2:15pm in the Mailroom (Rhea and Stephanie B.)
5. Book Give-Away Event (Stephanie B.)
 - The Book Giveaway event will be held on 5/28 from 9-3 p.m.
6. Pride Booth on 5/22 from 11:00-2:00pm (Erica)
7. Children's Literature Read-In on 6/5 at 1:15pm in the RWS (Chris and Elayne)
8. Campus Reorganization (Scott)
 - Scott provided updates and answered questions regarding the campus reorganization.
9. Publications (Scott):
 - *Angel City Review: Ten Years of Poetry in LA*
 - *Serving Nontraditional Students*
10. Chromebook Reminder (Scott)
11. [ECC Budget Update](#) (Scott)
12. New Payroll System Email from BESTAuthentication@laoe.edu (Scott)
 - Faculty were encouraged to check their email for their BEST login information.
13. Data Backup for Windows 11 Upgrade (Erica)
 - An email will be sent out with further instructions.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean, Erica B.)
 - See email sent out with updates
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - Elayne provided AFT updates.
- ASO
 - No representatives in attendance.
- Counseling (Sabra, Rosa, Amy, Rocio)
 - [LCJ's Sign Language Career Panel](#) on Wednesday, 5/7 from 4:00-6:00pm in LIB-166 or on Zoom
 - Other career workshops and events viewable on [career website](#)
 - Registration dates:
 - Summer registration begins Monday, 5/19
 - Fall registration begins Tuesday, 5/27

- Students may check MyECC for their registration appointments starting 5/12
 - Admissions and Records is accepting [Summer Graduation Intents](#): due Thursday, 7/10 at 4:00pm
 - Commencement Ceremony is Friday, 6/13: more info on [commencement website](#)
- DCC (Chelsea, Matt K.)
 - Chelsea reminded faculty to start using C1000/H, C1001/H, and 0100S to get students used to using the new course numbers.
- Guided Pathways (Argelia, Chris P.)
 - There will be one more workshop during the spring semester to work on program maps.
- SLO (Andrew, Elise, Nida)
 - An SLO assessment reminder will be going out soon.