

## ESL Department Meeting Minutes

April 29, 2025

**In-Person Attendees:** Elise Geraghty, Matt Kline, Debra Mochidome, Jenny Simon; **Other:** Kristina Martinez (Enrollment Services); **Division Office:** Scott Kushigemachi, Erica Soohoo; **Zoom:** Allison Carr, Rebecca Loya, Rosa Gutierrez (ESL Coordinator), Amy Herrschaft (Counselor), Anthony Alaimalo (PT), Laila Dellapasqua (PT)

### General Business:

1. International Students Update (Kristina Martinez)
  - Kristina Martinez provided an update and answered faculty questions regarding international students.
2. How to Set Up Rubrics in Canvas to Collect SLO Information (Elise)
  - Faculty watched the Canvas Outcomes video, and Elise encouraged faculty to check Canvas to make sure the assessment shows up and SLOs are populated.
3. ESL Placement Updates (Scott)
  - Scott gave ESL placement updates and shared details on the process of local validation of assessment.
4. ENGL 1AE CCN Update (Scott)
  - ENGL 1AE is part of year 3. Scott will follow up on the approval status on 1AE.
5. New Payroll System Email from [BESTAuthentication@laoe.edu](mailto:BESTAuthentication@laoe.edu)
  - Faculty were encouraged to check their email for their BEST login information.
6. Data Backup for Windows 11 Upgrade
  - An email will be sent out with further instructions.
7. Spring 2026 Scheduling (Scott)
  - The Spring 2026 schedule was circulated.

### Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean, Erica B.)
  - No representatives in attendance
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
  - No representatives in attendance
- ASO
  - No representatives in attendance
- Counseling (Tawnya and Amy)
  - Reminder about [LCJ's Sign Language Career Panel](#) on Wednesday, May 7<sup>th</sup> from 4:00-6:00pm, will be held Hyflex- both via Zoom and in Distance Education (LIB-166). Please help us share with your students (\*particularly SLAN faculty\*)
    - Note: Other career workshops and events viewable on [career website](#)
  - Registration dates:
    - Summer registration begins Monday, May 19<sup>th</sup>
    - Fall registration starts Tuesday, May 27<sup>th</sup>
      - Students may check MyECC for their registration appointments starting May 12<sup>th</sup>
  - Admissions is accepting [Summer Graduation Intents](#): deadline Thursday, July 10<sup>th</sup> 4:00pm
  - Commencement Ceremony is Friday June 13<sup>th</sup>- more info on [commencement website](#)
- DCC (Chelsea, Matt K.)
  - No updates
- ESL Coordinator (Rosa)
  - No updates
- Guided Pathways (Argelia, Chris P.)
  - No representatives in attendance
- SLO (Andrew, Elise)
  - Discussed earlier in the meeting