

## **Sign Language Department Meeting Minutes**

**November 19, 2025**

**Attendance:** Tim Gough, Erica Barrett (Interpreter), Rocio Diaz (Counselor), Tawnya Cola (Counselor), Scott Kushigemachi, Erica Soohoo

### **General Business:**

1. Placement Process
  - Scott confirmed the process for students requesting placement into higher levels of SLAN classes. Tim would be okay with students being directed to his office hours or being provided his phone number to text him about setting up an appointment. He's also okay with Gary's assessment for placement.
2. Bookstore Update
  - Scott reminded faculty to review the email sent out by Dean Crystle Martin and confirm/submit requests for textbooks for Spring 2026. There will also be customer service from Barnes and Noble on-site at the Bookstore to assist starting in Spring 2026. Barnes and Noble should be able to work with Dawn Sign Press.
3. Follow Up on FASLTA
  - This was approved. Tim should submit any receipts to Helen.
4. Curriculog Degree and Certificate Updates
  - Ed shared an update about the upcoming changes during the Senate meeting and the division will continue to work on getting the word out to students about the program changes.
5. PT Recruitment Timeline
  - Ed will reach out to Tim to coordinate a time to meet to start the process.
6. SLAN SLO Timeline
  - Scott reminded Tim to review the timeline and provide his feedback. He also clarified that the noncredit classes aren't being pursued at this time.
7. Request for Equivalency
  - Scott will send the information to Tim for review.

### **Updates:**

- A. Academic Senate (Stephanie B., Larry, Brittany, Sean, Erica B.)
  - No representatives in attendance.
- B. AFT/Union (Stephane M., Elayne, Mora, Sean)
  - No representatives in attendance.
- C. ASO
  - No representatives in attendance.
- D. Counseling (Tawnya)
  - Cashier's Office has temporarily moved to the Financial Aid Office in Student Services. Admissions office closes early on Fridays, but they have Zoom hours from 12-2 p.m.
- E. DCC (Chelsea, Matt K.)
  - No representatives in attendance.
- F. Guided Pathways (Argelia, Chris P.)
  - No representatives in attendance.
- G. SLO (Andrew, Nida, Elise)
  - No representatives in attendance.