

## Sign Language Department Meeting Minutes

May 7, 2025

**Attendees:** Tim Gough, Erica Barrett (Interpreter)

**Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

### Updates:

- 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](#)

### General Business:

1. Fall Interpreting Class
  - The Fall 2025 interpreting class was discussed.
2. Professional Development Presentation for Fall
  - Tim shared that the Sign Language department was recognized for their presentation and asked to present again in the Fall.
3. Possible Future Expansion of ASL courses
  - Future expansion would depend on the growth of the college.
4. Course Proposals Updated Timeline
  - Tim will work on the course proposals for approval over summer so they are ready for the next catalog.
5. ASL 3-4 Round Table, Co-Host
  - Tim shared that after August he may have updates for ASL 3 and 4.
6. Confirming Summer 2025 Class Schedule
  - SLAN-131 will be offered one last time during Summer 2025.
7. Spring '26 Schedule
  - The Spring 2026 schedule was built based on previous offerings and Tim's recommendations.
8. Textbook Updates
  - New Vendor, Retirement
  - Summer by 5/15
  - Fall by 5/29
9. Campus Reorganization
  - Scott provided updates and answered questions regarding the campus reorganization.
10. [ECC Budget Update](#)
11. New Payroll System Email from [BESTAuthentication@laoe.edu](mailto:BESTAuthentication@laoe.edu)
  - Tim was encouraged to check his email for his BEST login information.
12. Data Backup for Windows 11 Upgrade
  - Tim's computer setup will be checked before the end of the semester.