

ESL Department Meeting Minutes

October 14, 2025

In-Person Attendees: Allison Carr, Matt Kline, Rebecca Loya, Jenny Simon; **Division Office:** Scott Kushigemachi, Erica Soohoo; **Zoom:** Laila Dellapasqua (PT), Sharlene Flestado (PT), Elise Geraghty, Samaneh Rouhi (PT), Rosa Gutierrez (ESL Coordinator), Tawnya Cola (Counselor); **Absent:** Debra Mochidome (SB)

General Business:

1. Caring Campus Moment
2. Follow-up: F-1 Requirements
 - International students require 9 units of face-to-face or hybrid classes.
3. Follow-up: Spring '26 Schedule
 - Based on low enrolled/cancelled classes in Fall '25, changes were made to the Spring '26 schedule.
4. CO Data Collection
 - A spreadsheet from the Chancellor's Office regarding ESL sequences is forthcoming.
5. DCC Chair
 - Chelsea will be stepping down as DCC chair after the Spring semester. If interested in the position, let Scott know.
6. ISP ESL Placement Workshops
 - Rebecca will attend the Zoom workshops on 10/29 and 11/19. Allison will attend the Zoom workshop on 12/10 and the in-person workshop at the end of January (date TBD).
7. Class Size Change Request for ESL 53 Series
 - Faculty discussed lowering the class sizes for the ESL 53 series classes due to the amount of writing in the classes.
8. Guest Parking Update
 - Scott shared updates on the process for requesting guest parking permits. Faculty should email Susan with their guest and event information.

Updates:

- A. ESL Updates (Rosa)
 - Rosa shared noncredit ESL updates.
- B. Academic Senate (Stephanie B., Larry, Brittany, Sean, Erica B.)
 - No representatives in attendance.
- C. AFT/Union (Stephanie M., Elayne, Mora, Sean)
 - No representatives in attendance.
- D. ASO
 - No representatives in attendance.
- E. Counseling (Sabra, Amy, Rocio, Tawnya)
 - No update.
- F. DCC (Chelsea, Matt K.)
 - No update.
- G. Guided Pathways (Argelia, Chris P.)
 - No representatives in attendance.
- H. SLO (Elise)
 - No update.