

## ESL Department Meeting Minutes

February 25, 2025

**In-Person Attendees:** Allison Carr, Elise Geraghty, Matt Kline, Debra Mochidome, Jenny Simon; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo; **Zoom:** Rebecca Loya, Rosa Gutierrez (ESL Coordinator), Tawnya Cole (Counselor), Saeid Atoofi (PT), Samaneh Rouhi (PT)

### General Business:

1. Copy Center Update (Scott)
  - Scott clarified that email orders can be sent to Sidney if faculty aren't able to get to campus and that less complex orders have a 2-3-day turnaround.
2. Common Course Numbering, Year 3 (Scott)
  - At this time, ESL is not significantly impacted by the course numbering.
3. Using Notebook LM for Enhanced Student Learning (Matt)
  - Matt shared his experiences with using Notebook LM to create podcasts using uploaded essays.
4. SLO Leads for Mirrored Courses (Elise)
  - Faculty discussed and agreed on SLO leads as follows:
    - 51A & 51B – Debbie
    - 51C – Jenny
    - 52A – Rebecca
    - 52B & 52C – Allison
    - 53A – Rebecca
    - 53B – Elise
    - 53C – Jenny
    - 06 – Matt
5. Fall 2025 Class Assignments (Scott)
  - The Fall 2025 class schedule was circulated and faculty signed up for classes.

### 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
  - ASO Student Expo flyer was provided.
- Counseling (Sabra, Amy, Rocio, Tawnya)
  - Tawnya shared counseling announcements and upcoming deadlines.
- DCC (Chelsea, Matt K.)
  - No representatives in attendance.
- Evolve (Argelia, Chris P.)
  - No representatives in attendance.
- SLO (Andrew, Nida, Elise)
  - Leads were chosen.