

## Sign Language Department Meeting Minutes September 18, 2024

**Attendance:** Tim Gough, Denise Esterley & Timothy Lane (Interpreters), Scott Kushigemachi, Ed Rice, Erica Soohoo

### General Business:

1. New hires: Latest status? (Tim)
  - Scott will reach out to Gary for updates on PT hiring.
2. Office Hours: Changes? Face-to-Face and remote for Online students (Tim)
  - Tim asked about changing his office hours and will submit any changes to the office.
3. Spring and Summer schedules (Tim)
  - Scott informed faculty of the college-wide move to the block schedule.
  - Tim provided feedback and will send any changes to the Spring 2025 schedule to Scott.
4. Scheduling PT instructors' classes (Tim)
  - Updates were provided on PT faculty schedules.
5. Office relocation? (Tim)
  - Tim asked if it is possible to move his office to the Humanities building. The office will work on coordinating a move to one of the 1<sup>st</sup> floor faculty offices over winter break.
6. 2<sup>nd</sup> full-time position for academic year 2025-2026? (Tim)
  - Tim expressed the need for an additional FT SLAN faculty member. Scott says the proposal will be brought forward for consideration by Division Council.
7. Students on scholarships/vouchers: Procedures for electronic versions of textbooks? (Tim)
  - Ed will reach out to Gary to get additional information on the process for getting vouchers.
8. Communication between us: Text ok? Email? (Tim)
  - Scott and Ed confirmed that Tim can reach out by text, but recommended that email be used for longer correspondence.
9. 2<sup>nd</sup> floor display case (Ed)
  - Ed is working on creating a schedule to allow each department to showcase work and share accomplishments. An email will be sent out with the schedule and each department will be able to use the display case for a month, beginning in October. Tim asked if SLAN could wait until Spring 2025, so he would have some time to prepare.
10. Classroom re-size (Tim)
  - Classroom sizes were discussed, and Tim proposed changing class sizes to the class size recommended by ASL TA, which is 20 students. A proposal can be submitted to change class sizes.
11. Video Phones Update (Scott)
  - The phone was installed in H301. Sorenson will return to finish installation in H222 and on the 1<sup>st</sup> floor.
12. ASL Student Assistants (Scott)
  - Scott provided the parameters for student assistants. Tim should let Helen know of any students once they're ready to be onboarded.
13. Winter SLAN 113 (Scott)
  - A winter SLAN 113 class was discussed, and Tim suggested doing it online to accommodate student schedules.
14. Classroom Arrangement of Additional Rooms (Scott)
  - Classroom arrangements for spring classes were discussed.
15. ASL TA National Conference
  - Tim asked about attending the ASL TA National Conference which is out of state. The district travel form needs to be filled out and the division can help pay registration fees.

### 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 (Sabra, Rosa, Amy, Rocio)
  - No representatives in attendance.
- DCC (Chelsea, Matt K.)
  - No representatives in attendance.
- Guided Pathways (Argelia, Chris P.)
  - No representatives in attendance.
- SLO (Andrew, Elise)
  - No representatives in attendance.