

ESL Department Meeting Minutes
February 27, 2024

In-Person Attendees: Elise Geraghty, Matt Kline, Rebecca Loya, Debra Mochidome, Jenny Simon; **Other:** Rosa Gutierrez; **Division Office:** Scott Kushigemachi, Allison Carr, Erica Soohoo

Zoom: Rosynella Cardozo-Rodriguez (PT), Laila Dellapasqua (PT), Samaneh Rouhi (PT), Susan Corbin (AFT)

General Business:

- Students in Distress Guide (Allison)
 - Allison went over the handout which described options for helping students in distress.
- Cambridge One (Rebecca)
 - Rebecca shared that online resources are available for instructors using Cambridge textbooks, but they are not integrated into Canvas at this time.
- ESL Library Resources Committee (Rebecca)
 - Rebecca shared that librarians are working to make ESL/NESL resources available for students, including online resources. An email will be sent for suggestions on types of materials.
 - Debbie shared that the RWS also has some resources for ESL students.
- Approved Textbooks (Allison)
 - Faculty agreed that the office does not need to keep an approved textbook list. Rebecca will continue to maintain a list based on input from faculty about books they would like to use.
- NESL Partnerships (Matt)
 - Matt shared that El Camino is now partnered with Lawndale and Hawthorne school districts to offer NESL classes for parents at their elementary and middle schools. El Camino also partners with Inglewood Adult School to offer NESL classes.
 - Noncredit is moving under the Community and Continuing Education Office located in Social Science 101. Rosa Gutierrez, the ESL Coordinator, will now be located there.
- Syllabi to Helen (Allison)
 - Allison reminded faculty to send all individual course syllabi to Helen.
- Office Hour Posting (Allison)
 - Allison reminded faculty to post their office hours on their office doors.
- Enrollment (Allison)
 - Allison encouraged faculty to recruit students from current classes and help them look at classes for future semesters.
 - Rosynella shared that her students were very interested in the presentation that Outreach and School Relations came to her class and gave about the programs that El Camino offers.
 - Jenny suggested the department look at more night class options and a greater variety of modalities to fit the schedules of students from NESL classes or those who work during the day.
- Comprehensive Integrated Plan (Allison)
 - The department agreed that there is slight growth.
- Fall 2024 Scheduling
 - Allison passed around a handout for Fall 2024 for faculty to indicate their class preferences.
 - Samaneh suggested looking into offering an Editing and Syntax class similar to Cerritos College.
- Annotation Demo
 - Jenny provided an annotation assignment demo in Canvas.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - There will be a Zoom meeting on Friday, March 1st at 9 a.m. A Zoom link will be shared.
- ASO (Llenny, Emily)
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Updates/Flyers (will be emailed)
 - Rosa provided contact information for Josefina Cruz-Molina, the Immigrant Student Success Coordinator.
 - Email: jdcruz@elcamino.edu
 - Phone: (310) 660-3593 ext. 7811
- DCC (Chelsea, Matt K.)
- Guided Pathways (Argelia, Chris P.)
 - Chris encouraged faculty to join the Guided Pathways Success Team. He shared the campus employees have been participating in the ECC Evolve Summit, where they collaborated in workgroups on how to improve processes at El Camino.
 - The LCJ logo will be redesigned. A meta major survey will be sent out to get input on a new name.
- SLO (Andrew, Elise)
 - Elise announced that the next assessment will be in 2025.