

WLC Department Meeting Minutes
February 29, 2024

Attendance: Argelia Andrade, Alicia Class, Donna Factor, Andrew Gard, Andres Moina, Nina Yoshida

Division Office: Scott Kushigemachi, Allison Carr, Erica Soohoo

Zoom attendance: Maria Barrio de Mendoza, Rossella Pescatori (PT)

Other: Susan Corbin (AFT), Sabra Sabio (Counselor), Emily Gomez (ASO)

General Business:

- Meeting Start Time
 - Faculty agreed to move future meetings to 1:20 p.m. to accommodate instructors whose classes end at 1:15 p.m.
- Students in Distress Guide (Allison)
 - Allison went over the handout which described options for helping students in distress.
- Hiring French Speaker for Language Lab (Andrew)
 - Faculty discussed hiring a French speaker to tutor in the Language Lab.
- Textbook Approval (Scott)
 - Faculty discussed the textbook approval process, and decided that the issue would be revisited during the March department meeting.
- 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.
- USC Transferability (Scott)
 - Scott shared with faculty that online language classes are not transferable to USC to meet language requirements, but can count as elective credits.
- F'24 Scheduling (Scott)
 - Faculty discussed whether to convert two Fall 2024 hybrid courses to face-to-face. They decided to poll students currently taking the classes using a survey and ask what class they are currently in and whether they would choose a face-to-face (2 days at ECC) or hybrid (1 day at ECC) class if given the option.
- AATSP Opportunity (Scott)
 - Scott shared an opportunity from Maria Carreira to join in a special session at an AATSP conference to discuss Spanish courses. The registration fee will be waived for ECC faculty.
- Transcript Requests for Dual Enrollment (Scott)
 - Faculty were informed that they cannot ask dual enrollment students for transcripts, and that transcripts are used by the office to clear a student for a prerequisite.
- Comprehensive Integrated Plan (Allison)
 - The department agreed that growth is on par.

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)
 - Emily introduced herself.
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Updates/Flyers (will be emailed)
- 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)
 - Andrew reminded faculty that Spanish 1 will be assessed in Spring 2024. Since Spanish 3 is not being offered in Spring 2024, the assessment will be moved to Fall 2024.