

ASLT Division meeting

Second Thursday of every month

April 9, 2026

11:30 AM to 12:30 PM

Subject: ASLT Division Meeting

Where: <https://smccd.zoom.us/j/83449500130?pwd=LKvUIK1bzXp5iodfByNalDIHR00vY.1>

MINUTES

11:30 Welcome and Introductions- **Please share your favorite poets [on this link](#)**, and if you are a poet, we would love to hear your own work as well.

- **Allison Hughes** shared a meaningful poem she has long loved, reflecting on how it distinguishes between what truly matters and what does not.
- **Adriana** referenced “The Road Not Taken”
- **Diana** shared poetic excerpts reflecting intimacy and everyday life, including themes of motherhood and self-reflection.
- **Anniqua** shared a verse from a Punjabi mystic poet, emphasizing oral traditions and the metaphor of spinning as memory and longing.
- **Tessa** discussed poems by Carl Sandburg, connecting them to personal experiences from adolescence and heartbreak.
- **Sarah** highlighted Blackbird by Paul McCartney, appreciating its simplicity and message of encouragement.
- **Ray** shared student-written poems from his classes, describing how creative expression helps ease stress and invites multilingual creativity.
- **Rance** reflected on a poem encountered through the film *Bamboozled*, emphasizing themes of self-reflection and consequence.
- **Diego** shared poetry by Young Pueblo and Gina Ann Garcia, connecting poetry to themes of love, social justice, and Hispanic-Serving Institution identity.
- **Claudia** presented a Spanish-language poem about perseverance and aspiration, reflecting her cultural roots and the beauty of language.
- **Salumeh** shared poems by Garous Abdolmalekian, reflecting on imagination under censorship and the emotional depth of exile and restriction.
- **Jason** reflected on “The Road Not Taken” in relation to their experience being homeschooled and choosing a nontraditional path.

Program Updates Summary

HSI / Retention & Counseling Support (Diego, Ron, Jackie, Salome)

The HSI grant is concluding, which will shift focus away from grant-related work and toward core Learning Center and retention efforts. The team continues strong **in-class outreach (“intrusive”/proactive support)**—helping students register, navigate DegreeWorks, and connect with counseling in real time. Ongoing initiatives include a **speaker series, Career Café, and counselor drop-ins**, all aimed at increasing access and engagement, especially for undecided students.

Writing Center (Salumeh)

The Writing Center is expanding **embedded tutoring in classrooms** and strengthening tutor training on how to effectively support students without overwhelming them. There are also **space and structural changes** underway (including signage and layout adjustments), along with continued collaboration with faculty and instructional aides to increase workshop offerings.

Distance Education (Allison Hughes)

Distance Education successfully **passed the RSI (Regular Substantive Interaction) accreditation review**, a major accomplishment involving 95% faculty participation. The team is shifting strategy toward **more personalized, one-on-one faculty outreach** rather than broad workshops. The next major focus is **course accessibility across all modalities**, using a structured approach similar to the RSI process.

Library (Adriana, Katie, Tessa, Carlos)

The Library continues to expand services and student engagement:

- Growth in **Controlled Digital Lending**
- Popular programming like **“Librarian on the Loose”** and therapy animal visits
- Ongoing **technology loan program** with emphasis on proper returns
- Exploration of **more flexible textbook reserve policies** (e.g., renewals)
- Increased collaboration with ESL and other departments
- Active **recruitment of student assistants**

A key priority is **early faculty communication for textbook reserves and OER materials**, due to long processing timelines.

OER / ZTC (Sarah Harmon and team)

ZTC/OER efforts are evolving from simple adoption to **customization and creation of materials**. Workshops have been completed and converted into **asynchronous training resources**, and a revised **course conversion program** is underway. Participation continues to grow, with record progress in **low-cost and zero-cost course materials**.

Key Themes Across Programs

- Shift from broad outreach → **targeted, proactive engagement**
- Strong emphasis on **student access (tech, counseling, materials)**
- Increasing **collaboration across departments**
- Need to balance innovation with **capacity and sustainability**

Action Items

1. **Promote Early Coordination with the Library**
Encourage faculty to submit textbook/OER reserve requests early to ensure materials are available for students on time.
2. **Highlight and Communicate Cross-Department Collaboration**
Prepare a Fall Flex or early-semester presentation showing how ASLT partners with counseling, ESL, and other programs.
3. **Balance New Initiatives with Capacity**
As programs grow, intentionally identify what can be paused or reduced to maintain staff bandwidth and effectiveness.

Field Trip/Excursion Policies and Guidelines

<https://canadacollege.edu/policies/fieldtrip.php>

SMCCCD Board Policies on Field Trip and Excursion

- [Board Policy No. 6.45](#) - Field Trips and Excursions
- [Board Policy No. 7.69](#) - Student Conduct
- [Board Policy No. 7.69.1](#) - Standards of Student Conduct, Prohibited Actions, and Disciplinary Procedures
- [Board Policy No. 8.45](#) - Transportation on District-Sponsored Activities

Reference from February: [Powerpoint](#) and [February 12, 2026 Minutes](#).

[ASLT Committee Representation 25-26.docx](#)

REMINDERS: Flex Day is on April 16th

Next meeting:

- May 14, 2026

Items to include in the next agenda