

El Camino College Humanities Division
Journalism Meeting
February 5, 2014

In attendance: Kevin Degnan, Elise Geraghty, Kate Mc Laughlin

1. SLO AND CURRICULUM UPDATES

1.1. SLO ASSESSMENT TIMELINE

- 1.1.1. Kevin suggests that the journalism department assess odd numbered courses in the spring semesters and even numbered courses in the fall semesters.
- 1.1.2. J1 (4 sections), J7 (1 section), J9 (1 section), and J11 (1 section) will undergo SLO assessment this spring. The courses are taught by adjuncts, so Kate will guide the adjuncts in the collection of SLO data.
- 1.1.3. Kate confirms that there are assessment tools in place for all journalism courses.
- 1.1.4. Kate will let the division office know when she needs SLO data sheets for each course, and Elise will have a student worker create the data sheets.
- 1.1.5. After data collection, we will organize a meeting with the adjuncts to discuss SLO assessment results, preferably in late May.

1.2. CURRICULUM

- 1.2.1. TMC-aligned AA-T journalism degree is still in process. Elise and Tom are meeting this week with Dr. Arce to discuss the increase of units from 2 to 3 for J6 and J9 to be in compliance with C-ID requirements so that the courses can be included in our TMC degree.
- 1.2.2. Journalism 100: Tom, Elise, and Kate are looking into reactivating this course, but we need more time for this item.
- 1.2.3. Kate submitted revisions for J9 to add the additional lecture hour (and to update other information). J6 also has been revised to be a 3-, not 2-unit course.

2. SCHEDULE

- 2.1. Fall 2014 schedule is tentatively in place. When the new full-time instructor is hired, we will revisit.

3. STUDENT ISSUES

- 3.1. Kate notes that five student government officers are given free parking passes for Lot H and wonders why the student editor-in-chief cannot enjoy that same privilege. Elise will contact a few individuals on campus to look into a parking pass for the editor-in-chief, who works long and late hours, including weekends.

4. COMPUTERS IN NEWSROOM

4.1. Kate worried about the need for industry standard Mac computers for the journalism program. At least fifteen computers are non-working, and fifteen others are working (but dying). It's a critical situation. When the Humanities building purchases new computers, we must make sure we get 30 new Mac computers for the journalism program. Elise will look into the plan for Humanities and discuss with point person for Humanities computers.

5. BUDGET ISSUES

5.1. Kate requests a department credit card. The current system compels her to use her own credit card and then submit a copy of her entire credit card bill every month with department expenses highlighted. She has to explain that her married name is different and go into detail regarding expenses. Elise will look into the possibility of Kate getting a department credit card for departmental expenses.

5.2. Many expenses come up during the month, so it is all but impossible to plan far in advance and go through the regular week-long process (sometimes months) for the approval of expenses.

5.3. A digital learning lab (CTEA project), which involved having a series of large monitors around the room so that Kate could screen breaking news with students and to do hands-on software training, has met with frustrating delays. Kate's original plan was approved by CTEA, but because of delays in communication (with Howard Story and others), the official estimate from Howard Story for the plan came after the November 2013 deadline. Kate cannot get an answer, so she's giving up on this project. Kate will email Elise the latest correspondence, and Elise will follow up with Virginia Rapp to see if we can still pursue this plan.