

Journalism Department  
Meeting Minutes  
Sept. 23, 2015

Present: Kate McLaughlin, Stefanie Frith, Tom Lew

**PLANNING/BUDGET**

We need our budget to be reinstated to what it was before the 20% cut of 2009. Tom suggests reaching out to Greg Toya, the new director of Student Development. Kate asked why the journalism department is funded through the grace of ASO, whereas other departments (art, music, welding, cosmetology) have their instructional costs paid for as line items in the college budget. Tom said that's the way things were set up and suggests making notations in Program Review and Plan Builder.

We need money for Austin conference. Travel funds allocated by school aren't enough for our travel. Unfortunately, unlike the Forensics advisors, get their travel paid for out of a budget line item, the journalism advisors do not. Elise and Tom have given maximum travel funds for journalism travel, including their own travel allotments.

Kate is concerned about having to pay costs out of pocket for travel and having to do significant department financing on her personal credit card. Tom suggests sending a memo and moving this item through Area Council so that it can go to College Council. Tom suggests emphasizing awards.

Look at CTEA program review template. It's easy, Tom says.

**CURRICULUM UPDATE:**

Stefanie is working on reviews/revisions of J1, J8, and J11.

**SLO UPDATE:**

We need to check with Kristen. Elise will have Kristen contact us and let us know what she has and what she needs. This semester, we'll be assessing the evens: J6, J8, J12 and J14. Pick one or two SLOs to assess.

**OTHER:**

If we want to get in on Student Success initiative, send Elise all the paperwork for lending library, tutor, travel for students. It takes time to pull it together and we simply don't have the time or an office free of interruption in which we can get admin tasks accomplished.