

El Camino College Humanities Division

Journalism Meeting

January 15, 2013

In attendance: Elise Geraghty, Tom Lew, Kate McLaughlin, Lori Medigovich

Recorder: Tom Lew

1. Spring 2013 Schedule

Changes to the spring 2013 schedule were discussed. It was agreed that Kate would cover the production classes (J 9abcd, J 11abcd, and J 14abcd) and assume 30% RT for the semester. Lori would cover two sections of J 1 as well as J 3 and the online J 12 and assume 20% RT to assist with student publications. The distribution of hours for the journalism publications laboratory would remain the same, four hours a week for both Lori and Kate, for 15 weeks of the semester.

Candidates for journalism adjunct positions were discussed and recommendations made for spring assignment.

2. Cooperative Work Experience Assignments

Both Lori and Kate agreed that the number of students enrolled in Cooperative Work Experience sections for spring (J 96abcd) will be divided between them. Lori will share copies of the forms and required paperwork with Kate.

3. Fall 2013 Schedule

Lori and Kate will discuss fall offerings and get back to Tom and Elise.

4. Record Keeping and Documenting for TBA Courses (Journalism 9abcd and Journalism 11abcd)

Tom reviewed guidelines for the certificated coverage of the journalism courses employing TBA hours that were prepared by Lovell Alford in Academic Affairs last summer. These courses are J 9abcd and J 11abcd. He also distributed copies of three memos from the Chancellor's Office clarifying the conditions that courses featuring TBA hours must follow, and emphasized the importance of record keeping and documentation. In particular, he brought to the department's attention the following Title 5 requirements:

- The primary course instructor or any other qualified instructor must be present at all times during TBA hours to provide and supervise TBA instruction and ensure student safety.
- These instructor(s) may not have any other assigned duty during the instructional activity.
- Documentation must demonstrate that each student has completed the weekly TBA requirement.
- Attendance records must be kept that would enable an independent determination regarding the accuracy of contact hour tabulations and FTES claimed for state apportionment.
- The procedures must include retention of student records for 3 years after the college year in which they originated.
- TBA hours must provide instruction that is not homework, and student work must be evaluated.
- The designated location for the TBA hours must be made clear to students.
- TBA hours may not be claimed for individual student tutoring.