

Journalism Department Meeting Minutes

April 29, 2024

Attendance: Kate McLaughlin, Stefanie Frith, Jessica Martinez; **Other:** Lucas Maldonado (ASO)

Division Office: Scott Kushigemachi, Allison Carr, Erica Soohoo

General Business:

- ASO Update
 - Stefanie will provide ASO with feedback based on the Senate meeting she attended.
 - If interested in a classroom presentation by ASO, contact Lucas or ASO email.
 - Lucas shared upcoming ASO events:
 - ICC Elections – Week of 5/6
 - Picnic and Painting – 5/8
 - Career and Transfer Decision Day – 5/15
 - Finals Madness – TBD
 - ASO is hoping to find someone to fill the position of Humanities Senator as it is currently vacant.
- Counseling Update
 - No representatives present
- Club Social Media Policy
 - Journalism faculty expressed concern with the Access & Control portion of the Social Media Policy in the updated Club Handbook. Scott will reach out to Ricky Gonzalez to discuss their concern.
 - <https://eccunion.com/opinion/editorials/2024/04/24/give-students-control-of-their-clubs-social-media/>
- Cal Humanities Update
 - ECC students were invited to submit a project to participate in Cal Humanities this year. The organization is providing funding for additional pages to be added to the last issue of the newspaper to showcase the students' final project.
- News Racks Update
 - The contract for the news racks was presented to Cabinet, and some changes were requested. Allison has reached out to Rivet about the changes. Scott let faculty know that the department will not be getting the new news racks until after May 2024 (if approved).
 - Stefanie will provide Allison with a map with the proposed locations of the 6 news racks.
- Ordering/Budget Deadline
 - Faculty were reminded that the deadline to submit Complete Office orders is May 10th.
- Purchase Order for WL Magazine
 - Bruce will be emailing Stefanie and Erica regarding the purchase order for Warrior Life.
- Newsroom Deep Clean Update
 - Allison is following up with Facilities. Stefanie will provide additional details about specific tasks/areas that need cleaning.
- IA Hiring & Hours
 - Kate is thinking about giving up her 8 lab hours (ENGL-100). Options for help were discussed.
- Load Banking Notification for Summer?
 - Load banking for Summer has not been sent out yet.
 - Kate asked about how a cancelled class would impact overload.
- Attendance
 - Faculty discussed a department policy for attendance, as there have been an increase in students arriving extremely tardy to class or missing multiple classes.
- Department Summit Meeting
 - The department is working on a grade norming project.

- Computer issues
 - Stefanie will ask Francis for help with computer issues including: random machines not being connected to the network and other various issues.
- Department Awards 11 a.m. to 12:30 p.m. on Wednesday, June 5 in the BOT conference room
 - A work order has been submitted for event setup on June 5th.
- Thank you for getting our budget out of ASO!
 - Stefanie expressed her gratitude for moving the budget out of ASO and into division accounts.
- Budget Town Hall
 - Faculty expressed concern about the Journalism program being described as “extracurricular”. They will contact the Academic Senate representatives on the Budget Strategies Leadership Team to discuss their concern.
- 2024-2025 Budget - Instructional Supplies Account
 - Scott provided an update on the 2024-2025 budget and informed faculty that the instructional supplies account was moved to fund 12.
- Update re: Complete Office Supply Order - Account, Reporter Notebooks
 - Scott reminded faculty that only supplies accounts can be used for Complete Office accounts. Some of the reporter notebooks were backordered and will arrive before the end of May.
- Locking Newsroom
 - Faculty will inform students that they need to be out of the newsroom by 4:15 p.m.
- CTE Advisory Meetings
 - There will be 1 CTE meeting per term, and faculty need to attend 1 meeting per year to qualify as a CTE program.
- Evaluation Timelines in 2024-2025
 - Faculty agreed to delay some evaluations to spread them more evenly over the Fall/Spring semesters.
- Program Maps
 - A request was received to review all program maps. Faculty will review the courses offered and provide feedback, if needed.
- Reimbursement Authorizations
 - A form is required for any reimbursements and supervisor approval is required for prior authorization.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
 - No representatives present
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - No representatives present
- DCC (Chelsea, Matt K.)
 - No representatives present
- Guided Pathways (Argelia, Chris P.)
 - No representatives present
- SLO (Andrew, Elise)
 - No representatives present