

Journalism Department Meeting Minutes November 13, 2023

Attendance: Kate McLaughlin, Stefanie Frith, Scott Kushigemachi, Allison Carr (Zoom), Erica Soohoo

Department Business:

- Awards update
Journalism received the award for Best College Media Program for 2-year schools, among other awards. A press release is in progress.
- Upcoming spring travel
Stefanie shared that she will be taking a group of students to New York for the Journalism conference and competition on 3/13/2024.
- Reporting issue w/ Chris Gold
It was clarified that the first contact for any reporting issues should be the student as these are student publications. Any issues should be directed to the editor in chief, with Stefanie copied.
- Lecture/lab parity follow up
Scott checked on lecture/lab parity. For Photojournalism classes, Nguyet can get flex time.
- IA hours/newsroom coverage last three weeks of semester
Kate and Stefanie asked that the division office help with ensuring the newsroom is covered during the last 3 weeks of the semester.
- Our release time has changed in the contract. We will be discussing how we want to split it, henceforth.
Kate and Stefanie asked if the proposed 60% release time (40% to the advisor and 20% for the coordinator) could be split differently. Scott will follow up to see if this is possible.
- Budget check in/update: Ed board dinner payment. Advance check? What do we do?
For the Editorial Board dinner, Erica confirmed that the options would be a quote or reimbursement.
- H113 computers update/equipment/photo gear
Due to the total amount of the order, the equipment grant will need to be used in addition to the other funds for payment. Erica will follow up with Fiscal to confirm that the equipment grant is deposited into the account and ready to use.
- SLO/PLOs: New schedule and resignation letter sent. One year to figure out who will be the department lead
Scott will look into options for addressing SLO Course Lead needs.
- Program review update
Kate shared that she would like to poll students regarding Journalism classes, and Scott recommended working with Carolyn Pineda in Institutional Research.
- Financial Aid assistance
This issue was resolved.
- Pizza reimbursement
Erica will follow up with Marisa in Procurement regarding the pizza order for 11/14.

- More help in the newsroom
Kate and Stefanie expressed their need for additional help in the Newsroom. Scott will look into making a request to increase the hours for the IA Support Position to go up to 40 hours weekly in 2024-2025, though this request will be subject to further approvals.
- News rack messages
Jack provided the messages to the contact Allison provided.
- New news racks
Scott will work on completing the consolidation of the comments so they can be sent for approval.
- Journalism club/ICC
The Journalism club is looking to change their club name in Spring 2024.
- Cleaning the newsroom
A work order will be submitted during Winter 2024 to do a deep cleaning of the newsroom.
- Annual Planning
Allison went over each item of the annual plan document to confirm with faculty whether the items were still necessary. A request was made to add an item for staffing to fund a full-time business office position.
 1. 40 hours per week for IA – Yes, still needed
 2. More professional development opportunities – Yes, still needed
 3. Alumni Tracking – Yes, still needed
 4. Full-time faculty for Photojournalism - Yes, still needed
 5. Restore funding to the pre-2011 cut – Yes, still needed
 6. Increase funding for multimedia equipment, photo editing, etc. – Yes, still needed
 7. Increase release time to 50% each – Yes, still needed
- Purchasing/Budget
A budget breakdown of the new accounts was provided. The software purchasing process was reviewed. Stefanie will provide the invoice for the Camayak vendor.
- Class Caps (clarification re: J6)
Scott confirmed that this should have been adjusted per the last MOU, and if there are any issues to let the office know and Michele can fix them.
- Ad Sales
Jack gets a 15% commission, and the remaining 85% goes into the club account. If there is a new revenue source, Scott will follow up to see how money will be allocated.
- Holiday Party
The Holiday Party will be held on Thursday, December 7th from 1:15 p.m. to 2:45 p.m. in the Mailroom on the 2nd floor. To RSVP, fill out the Google form.

Updates:

- Academic Senate (Stephanie B., Erica B., Kevin, Brent)
 - Winter Teaching Academy for Continued Learning is a professional development opportunity, which is available to faculty.

- Counseling Announcements (Rocio)
 - Rocio shared hours for LCJ drop-in, general, and express counseling, as well as important dates that are coming up.
- SLO (Kevin, Andrew, Elise)
 - PLO Assessment Process Revision (Kevin)
Kevin shared that some departments on campus have had issues with timely submission of PLOs and suggested that PLOs be folded into Program Review. Faculty voted to fold the PLO assessment process into Program Review.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
Susan shared that the Federation will be having a holiday party. More information will be sent out.
- Guided Pathways Items (Chris P., Argelia)
The LCJ logo is being redesigned and a vote will be taken to select the new logo. Contact Chris P. with any questions.
- ASO (Llenny, Emily)
No ASO representatives were present at this meeting.
- DCC (Chelsea, Matt K.)
No updates.