

## Communication Studies Department Meeting Minutes

October 23, 2025

**In-person attendance:** Jason Davidson, Larry Leach; **Zoom attendance:** Francesca Bishop, Mark Crossman, Joseph Evans, Brittany Hubble; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

### General Business:

1. Guest Parking Update
  - Scott shared updates on the process for requesting guest parking permits. Faculty should email Susan with their guest and event information.
2. Torrance HS Early College Teacher Request
  - Scott shared that the high school teacher assigned to teach COMM-C1000 in Spring 2026 would like to contact one of the ECC instructors who has taught the course. Joseph volunteered to be the contact. Faculty had additional questions about courses taught at high schools. A meeting will be setup to discuss faculty questions.
3. Forensics Team Travel to Greece
  - Cabinet approved the team travel to Greece in March 2026. A board item will be submitted to the November board agenda.
4. COMS 265 and JOUR 12
  - A separate meeting will be scheduled for Communication Studies and Journalism faculty to discuss the two courses.
5. Mailbox Update
  - Scott updated faculty on options that were discussed and explored for mailboxes in the SOCS building.
6. DCC Chair Vacancy
  - Chelsea will be stepping down as DCC chair after the Spring semester. If interested in the position, let Scott know.
7. College Night – Wednesday, 11/5 from 5:00-7:30pm
  - Faculty should let Ed know if they'd like to volunteer to help.
8. Forensics Team Laptops Approved
  - Laptops for the Forensics team were approved and should arrive by the end of the semester.
9. Emergency Hire
  - There are still some unstaffed classes for Spring 2026. Faculty voted and approved an emergency hire.

### Updates:

- A. Academic Senate (Stephanie B., Larry, Brittany, Sean, Erica B.)
  - No representatives in attendance.
- B. AFT/Union (Stephanie M., Elayne, Mora, Sean)
  - No representatives in attendance.
- C. ASO
  - No representatives in attendance.
- D. Counseling (Sabra, Amy, Rocio, Tawnya)
  - No representatives in attendance.
- E. Guided Pathways (Argelia, Chris P.)
  - No representatives in attendance.
- F. SLO
  - Brittany confirmed that faculty have already been notified about submitting SLO data. If faculty have any questions about Canvas outcomes, they should contact Brittany.