

## Communication Studies Department Meeting Minutes

November 20, 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. EOPS/CARE, NextUp, CalWORKs, and Guardian Scholars Recognition
2. Follow-Up from October Meeting:
  - High School Teachers and Minimum Qualifications
    - Scott clarified that there is only one class being taught by a non-ECC high school teacher in Spring 2026.
  - Copy Center Delivery
    - Mailboxes will remain in Humanities. However, Copy Center orders can be delivered to the Social Science building. Scott will try to have this in place by finals week.
  - Parking Enforcement
    - Parking Services is now enforcing parking. Faculty were reminded to register their license plates using the Honk application to avoid being ticketed.
  - Mass Communications Meeting Postponement
3. Bookstore Update
  - Scott reminded faculty to review the email sent out by Dean Crystle Martin and confirm/submit requests for textbooks for Spring 2026. There will also be customer service from Barnes and Noble on-site at the Bookstore to assist starting in Spring 2026.
4. COMS 180 Course Substitution Inquiry
  - The course substitution request for COMS 180 was approved.
5. Fall 2026 Schedule Feedback // Course Preference Form
  - Scott reminded faculty to submit the course preference form, and faculty shared feedback for the Fall 2026 schedule.

### Updates:

- A. Academic Senate
  - No update.
- B. AFT/Union
  - No representatives in attendance.
- C. ASO
  - No representatives in attendance.
- D. Counseling
  - No representatives in attendance.
- E. DCC
  - Spring 2026 review – faculty assignments?
    - COMS 270 – Joseph Evans
    - COMS 293abcd – Joseph Evans
    - COMS 294abcd – Brittany Hubble
- F. Guided Pathways
  - No representatives in attendance.
- G. SLO
  - If any faculty have questions about how to do Canvas outcomes, they should contact Brittany before the end of the semester.