

## **Journalism Department Meeting Minutes**

**November 24, 2025**

**Attendance:** Kate McLaughlin, Stefanie Frith, Scott Kushigemachi, Erica Soohoo

### **General Business:**

1. Supplies/Equipment
  - Stefanie shared feedback from former students who transferred that the supplies and equipment that El Camino provides was very helpful to them. She will confirm the budget to see if additional supplies can be ordered at the beginning of Spring 2026.
2. Letter grades vs W clarification
  - Faculty asked about letter grades that are considered not passing and W notations.
3. End of semester contests/invoices
  - Stefanie will provide the invoices in the next few weeks or during January.
4. Student code of conduct
  - Faculty discussed and clarified student code of conduct issues and processes.
5. Spring travel
  - Travel arrangements will be submitted during the Winter semester.
6. Fundraising
  - Faculty discussed possible fundraising opportunities.
7. Parking services
  - Faculty were reminded to register their license plates, as parking is being enforced.
8. JOUR 5
  - Faculty confirmed that there are no immediate plans to offer the class at this time.
9. COMS 265/JOUR 12
  - The discussion is postponed until February.
10. NAHJ chapter
  - Kate will send Scott additional information and details including the resources they provide.
11. SRC student/advocate
12. Counseling meeting
  - Kate will attend the meeting on Wednesday to talk about and promote the production classes and J12.
13. Awards presentation
  - Jack will look into scheduling the Spring awards ceremony earlier in the day in DE 166.
14. Fall '26 schedule/load (un)banking
  - Faculty discussed the Fall 2026 schedule.
15. Issues Enrolling in ENGL 100
  - Students are receiving error messages when trying to register for ENGL 100. Scott will follow up with Lillian.

### **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. DCC (Chelsea, Matt K.)
  - No representatives in attendance.
- F. Guided Pathways (Argelia, Chris P.)
  - No representatives in attendance.
- G. SLO (Andrew, Nida, Elise)
  - No representatives in attendance.