

Journalism Department Meeting Minutes February 24, 2025

Attendees: Kate McLaughlin, Stefanie Frith; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

General Business:

1. Schedule
 - Scheduling for Fall 2025 classes was discussed.
 - After discussion, faculty decided to leave J1 and J14 scheduled at the same time for Spring 2026.
2. Journalism Club social media policy
 - Concerns were discussed.
3. Keenan training question
 - Faculty asked whether Keenan trainings should be charged as regular work time or flex work time.
4. JEA Conference
 - The JEA Conference is confirmed and next steps were discussed.
5. Grade norming
 - Grade norming is still in progress.
6. J12/comms/restructure
 - The history of J12 and the comms class and next steps were discussed.
7. J1 unit increase
 - After discussion, faculty decided not to move forward with a J1 unit increase.
8. CTE Project management workshop March 7
 - Faculty decided not to participate in the workshop at this time.
9. NYC and Long Beach conferences
 - Stefanie and several students will attend the NYC (2/26-3/2) and Long Beach (3/6-3/8) conferences.
10. J department budget transfers
 - Scott reminded faculty of the March requisition deadline and that budget transfers require VP approval.
11. Thursday newsroom oversight between 1 p.m. and 3 p.m.
 - Oversight for the newsroom was discussed.
12. J department awards — June 11
 - Stefanie and Kate shared that the department awards are scheduled for 6/11 and extended an invitation to attend and recognize students.
13. J department visit to the BOT?
 - The department visit to the BoT is pending confirmation.
14. Foundation grant
 - Jack is working on preparing the proposal and presentation.
15. Winter break workload
 - Faculty brought up concerns with their increasing workload that results in a lot of work over the break.
16. Club Funds and Pizza
 - Faculty discussed the possibility of using the auxiliary account ad revenue money to purchase pizza for the students on the newspaper and magazine deadline days.

Updates:

- No committee representatives in attendance.