

Journalism Department Meeting
Nov. 15 2021 2:30 p.m.

- **Computers:**
 - Ordered—waiting for set up
- **Newsroom:**
 - Inventory and list of work order items so it's ready to go by February 1
- **Conference awards:**
 - JACC
 - Fifteen awards to the eccunion staff
 - Awaiting press release
- **Reimbursements:**
 - New rules from ASO/Fiscal
 - Nothing on personal credit cards
 - Student reimbursement?
 - Greg Toya said ECC is pushing for cash advances or checks to limit personal credit card use, though there appears to be a little wiggle room
 - Scott suggests asking ahead of time when no other choice
 - Discussion of rules for travel and pizza and awards/contests
 - Long-term guidelines needed
 - Travel twice in spring: Long Beach and New York
- **Section caps:**
 - Form submitted and looking good
- **Student access to sources**
 - Students being turned down
 - Follow-up form to be sent to people who deny to be interviewed
 - Meet with some who denied requests
- **Curriculum:**
 - J12 in A3 area?
 - Math class example at SMC
 - Integrate into Program Map and Guided Pathways
- **IRP stats:**
 - Scott will see why we have years of INPs instead of Fs.
- **Spring IA hours:**
 - Discussed staffing and budget
- **Special Projects:**
 - Certificates
 - Promotion needed
 - High school outreach

- **Student Digital Media Archive:**
 - Moving forward with hosting on eccunion

- **Sabbatical:**
 - Application submitted

- **Printing:**
 - Plan for new contract
 - Scott fill follow up with Purchasing regarding process