

Journalism Department Meeting Minutes February 26, 2024

Department Business:

- Spring conference travel -18 students attending NYC trip; Stefanie has completed all required forms to Erica
- H113 computers update/equipment/photo gear -Printers were not connected to computers, some were mislabeled, Stefanie's keyboard didn't work with her computer
- Newsroom deep clean delayed due to rain—Erica has put in a deep clean request for Spring Break
- Summer classes: J12 please—Kate requested this online asynchronous
- Noncredit classes: There is interest in possible developing some noncredit J courses, follow-up with Matt Kline for more information on how to pursue
- Fall 24 schedule: J8 hybrid seems to be working; one face-to-face meeting each week is helpful. Stefanie asked what the specific enrollment goal was to be able to split J6/J7. Scott noted given current enrollment projections, the classes will stay combined for the foreseeable future.
- IA/adjunct updates: Nguyet (photog) wants to apply for lab parity—this happens once a year but is on the radar for Fall 24 application. IAs include Jessica, Doug...Another Jack will be needed at some point. Scott noted this should be put in Annual Planning
- Changes: ed board dinners discontinue citing cost/logistics. I-parse.ly contract will end May 2. WL(Warrior Life) printer charged more than previously for same job—they have been consolidated with another printing company. Journalism faculty are currently talking with other printers such as Southwest and Offset.
- Program review update: grade norming sessions were suggested for consistency from section to section in grading.
- Curriculum: J1 to 4 units moving fwd this semester; San (photograph professor in Fine Arts) and cross list course review (class caps for her)
- Journalism club/ICC –there is a new president
- Advertising revenue update: It's student money but for decades then district has been putting the money in its general fund
- News racks update –heading to Board in Spring '24, pending final approvals
- Excess toner cartridges—they cannot be sold for profit but can be donated across the campus. Erica will fill out a facilities work order for them to be picked up.
- Comprehensive Integrated Plan—Allison showed the draft and took edit suggestions
- Purchasing Reminders ○ Requests should be submitted a minimum of 2 weeks in advance ○ Avoid reimbursements when possible ○ Budget Transfers ○ Planning Calendar
- Budget Review

General Business:

- Students in Distress Guide (Allison)
- Syllabi to Helen (Allison)
- Office Hour Posting (Allison)

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean) -no one present
- AFT/Union (Shane, Susan, Elayne, Mora, Sean) no one present
- ASO (Llenny, Emily) both present
- Counseling (Sabra, Rosa, Amy, Rocio) no one present
- DCC (Chelsea, Matt K.) o Curriculum Review Assignments (Chelsea) no one present
- Guided Pathways (Argelia, Chris P.) no one present
- SLO (Andrew, Elise) no one present