

Journalism Department Meeting Minutes

March 25, 2024

Attendance: Kate McLaughlin, Stefanie Frith; **Division Office:** Scott Kushigemachi, Allison Carr, Erica Soohoo

Other: Sabra Sabio (Counseling), Lucas Maldonado (ASO)

Department Business:

- New York travel update, room charge, and travel guidelines in general
 - There was another issue this semester with Away We Go Travel. The vendor invoiced the college for 7 rooms for the CMA conference, but when Stefanie and the students arrived, only 6 rooms had been paid for. This resulted in the hotel charging one of the students for the room cost, and the hotel had to call Away We Go Travel to fix the issue and remove the charge from the student's credit card. In Fall 2023, during the Las Vegas conference trip, Away We Go Travel did not pay for the 3rd party charge (which had been pre-arranged to allow additional students to stay in each room).
 - Scott reminded faculty that the district travel form must be filled out for any travel where faculty are representing the district. The form must be submitted 2 weeks in advance.
- Budget: deadline? Portage order?
 - Additional supplies tied to end-of-semester events will be purchased from Complete Office before the May 10th deadline.
 - A budget transfer will be submitted for VPAA approval to cover the increase in printing costs and additional end-of-year events.
- ASO meeting
 - Stefanie and Kate had a meeting with the ASO advisors to get on the same page.
- J8: move to early afternoon?
 - J8 (Investigative Reporting, Editing, and Entrepreneurship) is currently scheduled for Monday at 8 a.m. Faculty proposed moving the class to Mondays at 1 p.m. in a lecture classroom. Scott will work with Michele to move the class to Mondays at 1 p.m.
- H113 computers update
 - The computers in H113 are working much better and able to print.
- Newsroom deep clean update and unlocked door
 - A work order has been submitted to Facilities for a deep cleaning of H113 over Spring Break.
 - Stefanie will email Scott to notify the division office about students working in the Newsroom on Fridays.
- Advertising revenue update
 - Allison updated faculty that the contract should be on the April Board meeting agenda.
 - Scott is waiting to hear back from fiscal regarding the balance of the account, and will inquire whether the kiosk revenue goes to the club/department.
- Moses gave my syllabus a D. Here's why: Attendance policy and formatting wasn't formatted in the copy-pasting of it.
 - Faculty discussed the review of materials as part of DE certification.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
 - See updates from the last meeting in the email summary and contact Senate reps for questions.
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - No representatives in attendance.

- ASO (Llendy, Emily, Lucas)
 - Lucas asked faculty to share several upcoming events with students:
 - ICC Movie Night on Thursday, March 28th from 5-8 p.m. in the East Dining Room
 - Candidate Forum on Wednesday, March 27th in COMS 109
 - Elections on April 13-17th – Vote on Engage
 - Election Results on April 18th
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Sabra shared counseling events on campus. Faculty will work with Sabra to plan and promote a Newsroom Open House in mid-May.
 - Faculty discussed the J12 (Mass Media and Society) and the COMS 265 (Mass Communication) classes, which appear to be duplicate classes.
- DCC (Chelsea, Matt K.)
 - No representatives in attendance.
- Guided Pathways (Argelia, Chris P.)
 - No representatives in attendance.
- SLO (Andrew, Elise)
 - SLOs are not due this year.