

Journalism Department Meeting Minutes
September 13, 2023

Attendance: Stefanie Frith, Jessica Martinez, Scott Kushigemachi, Allison Carr, Erica Soohoo

Not in Attendance: Kate McLaughlin (PN)

Department Business:

- Travel docs/NBC and Sofi Stadium tour Oct.11

There was discussion regarding what travel documents would be required for the upcoming NBC and Sofi Stadium tour. Students participating in the tour will need to fill out and submit an Excursion Waiver Form. Completed forms should be submitted to the division office prior to the tour.

- Budget: new accounts, planning for 23-24

The amount for the BPO for Gardena Valley Printing for newspaper printing (\$9900) was confirmed, along with the remaining balance in the printing account (\$10,443).

- H113 computers update/equipment/new laptops

Stefanie reported three issues with the computers in the Newsroom (H113).

1. The old laptops need to be updated to the new version of Adobe.
2. Many of the iMac desktop computers are unable to print to the Newsroom printers.
3. The new replacement laptops are not connected to the network.

- Photos: Nguyet's gear/need by 3rd week

Stefanie reported that the Photojournalism classes have had more students enrolled, and many students need cameras which they cannot afford to purchase on their own. An additional 12 cameras are requested. Scott will follow up to see if there is any additional money in the budget which can be used to purchase cameras.

- Curriculum: J1 4 units, J12 replicant: J8 M or T 8am hybrid going forward

Allison will reach out regarding the number of units for J1. There was discussion regarding the possible change in modality for J8 to Hybrid in the future.

- SLOs every two years, as ESL does

Discussed moving SLOs to every 2 years. Vote will be taken next meeting.

- FWS: follow up on new research assistance program that will help students

This was pushed to next month's department meeting. Kate will provide more information.

- Program review begins

- Student Worker Allocation

The department agreed to a proposed breakdown of the division's allocation by department and including the division office.

- Availability Forms

Scott announced that availability forms are now submitted electronically through Qualtrics.

- Spring 2024 Scheduling
Faculty were invited to give input on course modality and offerings.
- Kiosks
Scott is working on consolidating comments from all departments.
- Travel/P-Card
Discussed future travel and possibility of using P-Card for payment.
- Pizza
Erica/Scott will look into options from Purchasing/Accounts Payable for future payment. Erica reached out to Hong in Accounts Payable, who suggested doing a reimbursement.

Updates:

- Academic Senate
 - Faculty agreed that the format for Senate updates continue to be via email as well as adding the summary to the monthly meeting agenda handout.
- AFT
- DCC
- SLO
- Counseling
- ASO