

Journalism Department Meeting Minutes
October 9, 2023

Attendance: Kate McLaughlin, Stefanie Frith, Sabra Sabio, Argelia Andrade, Scott Kushigemachi, Erica Soohoo

Not in Attendance: Allison Carr

Department Business:

- Lecture Lab parity application process
Discussed lecture/lab parity. Scott will check contracts after the meeting.
- Conference Update
Stefanie reported on issues that occurred during the conference with hotel reservations. A new itemized invoice will be sent by Away We Go Travel for payment of additional fees. Stefanie will submit receipts for reimbursement and return the unused balance of the advanced check.
- NBC and Sofi Stadium tour Oct.11
Excursion waiver forms for all students attending the stadium tour will be submitted to the division office by Tuesday, October 10, 2023.
- Budget Check in/update
See Journalism Budget Report updated 10/4/2023.
- H113 Computers update/equipment/new laptops
Stefanie reported that Francis Baylen in ITS has been working with the department to resolve issues.
- Curriculum: J1 4 units, J12 replicant: j8 M or T 8am hybrid going fwd
Scott reported that Michele has already updated the J8 to a Monday morning 8 a.m. hybrid going forward.
- SLO/PLOs:
Kate and Stefanie both voted to approve moving SLO assessment to every two-year schedule. Kate will notify Kevin Degan of the updates to the schedule, and she will officially be stepping down as the SLO/PLO lead for the Journalism department at the end of the 2023-2024 school year. With the updated schedule, SLO assessment will resume in Fall 2024.
- Program Review Update
Discussed updates to program review.
- Pizza Reimbursement
Scott confirmed that the reason Pacific Dining is not used for pizza orders is due to issues with cost and quality. Erica will confirm whether a right of first refusal is required by Pacific Dining, since the department would prefer to use an alternate vendor. Scott discussed possible options for payment of future pizza orders including reimbursement and payment using P-Card. Erica will follow up with Marisa Lopez in Purchasing to confirm details regarding processing the payment of the pizza orders going forward.

- More help in the newsroom
Kate and Stefanie expressed their need for additional help in the Newsroom. Scott will look into making a request to increase the hours for the IA Support Position to go up to 40 hours weekly in 2024-2025, though this request will be subject to further approvals.
- News Rack messages
Scott reported that Allison has already filed a report and is working on following up regarding the messages being left by a student on the news racks.
- New News Racks
Scott is in the process of reviewing the consolidated comments and will work on sending the comments back to RIVET. Stefanie shared that under the current breakdown for the ad revenue from the News Racks, the college receives 75% of the revenue and the other 25% goes to the Journalism program (10% to the club and 15% to Jack). Scott will follow up regarding the allocation and distribution of the ad revenue.
- Cleaning the newsroom
Erica will submit a work order to request a deep cleaning of the Newsroom.
- Photos: Nguyet's gear – follow up
Stefanie will remind Nguyet to send the details to place the order for Photojournalism gear.

General Business:

- Multi-Factor Authentication (MFA)
A handout was provided to clarify any questions regarding the college-wide implementation of multi-factor authentication as a new security precaution. All ECC employees and students will need to download the Microsoft Authenticator app.
- ASO Senators (Handout)
The introductory handout that the new Humanities ASO Senators provided was shared with the department.
- Markers & Large Post-It Notes
Scott announced that large Post-It note paper and markers are available for faculty upon request for classroom and group activities. Requests should be emailed to Erica in the division office.

Updates:

- Counseling
Sabra reported that CSU applications opened on October 1st and UC application will open in November.
- Guided Pathways
Argelia announced that the Guided Pathways Success Team is recruiting new members for their committee. Faculty interested in joining the committee are eligible to get professional development credit which could be counted towards the equity requirement. The committee is currently working on the Best Practices Research Project.