

Journalism Department Meeting

2:30 p.m. May 11, 2020

Via Zoom: Scott K., Stefanie F., Kate M., Deb B., Roderick H., Ryan R., Doug M.

- Adjuncts: hiring pool, Doug doing online certification over summer, Ryan and Roderick working on an instructional manual that aims to help new people
 - Announcement recently closed
- Equipment return and visitation hours for the newsroom
 - Stefanie and Roderick will coordinate with Deb to schedule drop off
- Contest fees
 - Due at end of semester
 - Check requests at the end of the semester
 - Deb will follow up regarding Jack picking up items for a couple hours
- Marketing and press releases
 - Press release forthcoming
 - Deb will follow up regarding protocol for press releases
- Student petition
 - Stefanie will send e-mail for student having trouble with third time repeat
- Department awards
 - Will be conducted via Zoom
 - June 10 at 11:30 AM
- Curriculum: J11 and J12, PLOs
 - J11 significant revisions
 - J12 minor revisions
 - J12 DE will be adjusted to match cap for face-to-face