Humanities Division

Meeting Minutes

08/22/08

I. Call to order

Melani Guinn called to order the meeting of the Humanities Division at 2:10 pm on August 22, 2008 in room 315.

II. Roll call

The following persons were present: Hope Davis, Van Decker, Aaron Edwards, Carol Hegarty, Nannette Kelly, Laura Mosier, Alicia Ortega, Bruce Page, Javier Rangel, José Ruiz, Romano Sanchez-Dominguez, Glenn Swiadon, Carol Lee, Melani Guinn, and Jessica Waddell

III. New business

a) New Instructors: Javier Rangel, Spanish; Aaron Edwards, philosophy; and Glenn Swiadon, French, are new instructors in the Humanities Division.

b) SLOs:
- There is movement from the college to compensate instructors for their work on SLOs.
- SLO form was explained.
- Melani and Toni Pfister can meet with people with questions.
- One e-copy of the SLO identification form goes to Melani, one e-copy goes to Jessica, and one e-copy along with one hard copy go to Toni Pfister.

c) Misc. Info
- Instructors need to check e-mail at least once a week.
- Instructors also need to check mailbox at least once a week.
- Census rosters, grades, and syllabi need to be turned in on time.
- Office hours and OBA must be submitted to Jessica – five office hours and ten OBA per week, spread over four days.
- Census rosters were explained (what they are, when they are due, etc.).
- Syllabi are very important. Your attendance policy, grading policy, and plagiarism policy should be included.

d) Accreditation
- The accreditation team will visit us to ensure we are addressing their warnings. SLOs are a major part of accreditation, which is why we need to stay on schedule.

e) Campus Uniformity:
- Dr. Gould has informed the VP that the district should be taking care of our classrooms, making them uniform and up-to-date; therefore, if we are not using our designated IELM money, we need to donate it.

IV. Adjournment

Melani Guinn adjourned the meeting at 3:00 pm.

Minutes submitted by: Jessica Waddell

Minutes approved by: Melani Guinn