

Behavioral & Social Sciences Department

BS & S Department Meeting
Thursday, August 23, 2012
12:00 – 1:00 p.m., Room 810

MINUTES

PRESENT

Aguirre, Tina (Dean)	Hias, Francine	Solomon, Lisa
Byrd, Krista	Jacobson, Eric	Staton, Robin
Camillo, Elvia (Secretary)	Knaak, Manfred	Wainwright, Mary-Jo
Campbell, Alondo	Lofgren, Mary	Watford, Kathleen
Cushner, Michael	Patel, Aruna	White, Kevin (Chair)
Finnell, Gaylla	Rice, Sydney (Guest)	Wright, Bradford
Gretz, Suzanne	Rodiles, Nicole	

I. Call To Order (K. White)

The meeting was called to order at 12:02 p.m.

K. White welcomed everyone in attendance and gave a brief overview of what his goals are as department chair. Thanked Tina Aguirre, Gaylla Finnell and Elvia Camillo for their assistance, as well as, Krista Byrd.

He stated that he would be relying on instructors for input and assistance with PLOs and SLOs, and would like to ensure that our department complies with all the necessary requirements.

He announced Mary Jo Wainwright as an unopposed candidate for Academic Senate Representative by acclamation. R. Staton inquired about a part-time representative; however, the department was only allotted one position for the academic school year and the motion was made and carried, with one opposed, that Mary-Jo Wainwright be the Academic Senate Representative for the 2012-2013 academic year.

II. Department Leads (K. White)

K. White explained that he would like to disseminate information to the lead, and the lead would then relay that information to their respective discipline. Leads were determined as follow:

- History Lead – M.J. Wainwright

- ADS – ADS Coordinator (once position is filled)
- PSY – Undetermined until further notice, K. White will meet with parties.
- ANTH – M. Knaak
- SOC – A. Campbell
- POLS – G. Finnell

K. White also added that he would like the lead's input from meetings, as well as, assistance with the development of the class schedule. He reiterated that the most important item is the communication from each discipline lead.

III. Division Keeping (K. White)

- Reminded instructors to submit their syllabi to Elvia.
- Reminded instructors that office hours are back to 4 hours per week, spread over 4 days, and no less than 30 minutes.
- Submit office supply needs to Elvia. K. White will review and determine the necessity, since funding is limited.
- Handed out a chart of the new Dean structure.
- Course Outlines of Record should have current books no later than 5 years old. Encouraged everyone to log onto CurricUNET. Course Outlines must have SLOs included in them.
- K. White stated that the major expense is copy/print. Papercut has been implemented and account numbers have been assigned to each computer user.
- See Elvia for any assistance with desk copy needs.
- No Flex Days this year. M. Lofgren stated that the Flex committee no longer exists. T. Aguirre stated that Travis Gregory is working on Staff Development.
- Currently, there are only 2 non-tenured faculty members in the department that need to be observed in the spring 2013.
- Stated that there will be a big push for Enrollment Management. T. Aguirre stated that we will be building the spring 2013 class schedule, followed by fall 2013 and spring 2014 soon. She stated that the 900 building will be unavailable for spring 2013, as well as the 500 building for fall 2013. If there are instructional items in any classrooms in the affected buildings, instructors should let her know. The plan for online classes is ongoing for the spring 2013; however, we should have a back-up plan if Distance Education does not move forward. K. White stated that spring 2013 will be developed in the next few weeks and asked instructors to start thinking of that.
- Asked instructors to turn in absence forms on the following day of their absence.

IV. Student Learning Outcomes (SLOs) (Sydney Rice)

Introduced herself and went over what SLOs, PLOs, and ILOs are. She stated that SLOs need to be included on syllabi. She went over deadlines, spring 2012 assessments are due on September 21, 2012 and fall 2012 assessments

are due on December 10, 2012. She stated that assessment cycles may be submitted early and informed instructors that they should be submitted to Chair White for review prior to submitting them as a packet to her. She stated that Program Level Outcomes will be due by the end of spring 2013.

Two hours per month should be set aside for SLO meetings. Instructors should meet to work on SLOs, PLOs, etc., which took the place of Office by Appointment hours, per the CTA contract. These meetings are different from the Department meetings and there should be documentation, such as note taking or minutes for these meetings.

V. Blackboard (K. White)

Blackboard is being utilized and there have been trainings with more to come.

VI. CTA (K. White)

Handouts were distributed regarding CTA contract changes for the year. K. White encouraged instructors to become familiar with their union contract. It may be found on I.V.C's website.

VII. Individual Meetings (K. White)

K. White would like to meet with faculty members, both full and part-time. He announced that Elvia will be contacting instructors to schedule these meetings in the near future.

VIII. Adjournment (K. White)

The meeting was adjourned at 1:03 p.m.