



Behavioral & Social Sciences Department

BS & S Department Meeting
Thursday, April 25, 2013
12:00 – 1:00 p.m., Room 810

MINUTES

PRESENT

Aguirre, Tina (Dean)	Knaak, Manfred (ANTH Lead)	Watford, Kathleen
Camillo, Elvia (Recorder)	Murray, Silvia (Admin. Sec.)	White, Kevin (Chair)
Campbell, Alondo (SOC Lead)	Patel, Aruna (ADS Coord.)	Wright, Bradford
Cushner, Mike	Sell, Jim (GEOG Lead)	
Finnell, Gaylla (POLS Lead)	Solomon, Lisa	
Gretz, Suzanne	Staton, Robin	
Hias, Francine	Wainwright, Mary-Jo (HIST Lead)	

I. **Call To Order/Welcome/Approval of Minutes – 1/24/13 (K. White)**

The meeting was called to order at 12:10 p.m. K. White welcomed those in attendance.

The minutes of March 14, 2013 were approved (M/S/C – L. Solomon/R. Staton).

Spring 2013 Birthdays – Birthday Cards for all who had a spring birthday were distributed. K. White also recognized Elvia for Administrative Professionals day.

I. **Discipline Reports (Leads)**

HIST (M.J. Wainwright) – The History department is attempting to get the SLOs assessed by the deadline. TMC and Pathways were submitted. Data for Program Review is being looked over.

ADS (A. Patel) – Thanked everyone for their support with the CAADE Conference donations. Aruna stated that the DMS-5 will be available in May, which will change the views in the classroom. The Ethics class will be ready and offered in Spring 2014 instead of the Fall 2014. CAADE is requiring a Co-Occurring Disorders class, which has to be a 3-unit course.

GEOG (Jim Sell) – He stated that attendance is down in his classes. His Physical Geography Course has had a lot of student participation.

ANTH (Manfred Knaak) – He invited everyone to take a look at the display case that he and G. Rodgers put together. He was asked to display more artifacts in another display case on the second floor of the 2700 building and is working

with G. Rodgers on this. He thanked T. Aguirre, K. White, E. Camillo, and the Department for obtaining another set of skulls. These skulls may be a part of a display at one point.

SOC (A. Campbell) – Updated and submitted Soc. 150 and 102 for approval in accordance with the TMC. He's working with the part-time faculty to staff the Sociology courses for the Fall 2013 schedule.

POLS (G. Finnell) – The Fall schedule for Political Science is set. SLO's are due in the Fall. The proposed Pathway has been submitted and she is awaiting feedback from the Counseling Center. Gaylla announced that Raul Navarro's class organized a 5K run for the first time and raised \$1,800 for cancer research. Her students had six different field trips. Political Science students are participating and demonstrating civic participation. She stated that she is noticing a high failure rate in her classes, as well as, low attendance rates. Discussion ensued regarding the drop date and attendance policy. Dean Aguirre explained how the policy change was driven by the interpretation of the Ed Code.

PSY (K. BYRD) –Ms. Byrd was not present due to CTA business.

II. Division Keeping (K. White)

- *Copy/Print* – The Department is continuing to run heavy on copying.
- *Instructional Supply Orders* – We have spent close to \$20,000 and the remainder of the monies will go towards the purchase of software SPSS for the Psychology Statistics course. Kevin thanked everyone for getting their orders in and stated that anyone with requests below \$1, 000 may still submit them.
- *Department Website* - S. Gretz' time has been restricted; therefore, work has been delayed.

III. ASG Outstanding Student Awards (K. White)

K. White asked presenters to submit their comments in writing, just in case of an emergency or absence. G. Finnell explained the process and how students are invited.

IV. Updates (K. White)

- *Transfer Model Curricula (TMC)* – It's slowing down around the state in terms of approvals.
- *SPSS Site Software* – It's being worked on and may be resolved within the week. Working with IBM and the range in cost is \$2,500-\$12,000, which the Math department may be assisting our department with. G. Finnell asked if the possibility of having students purchase the software as it is done at SDSU is being considered. K. White stated that it has been considered; however, K. Byrd is handling the specifics and has submitted a list of everything that will be needed for the course.
- *Honor's Program Courses for 2013-2014* – There has been a request in all BSS disciplines, to offer courses for the Honor's Program. He announced to instructors, if there are any interested in offering an Honor's course to let him know. He stated that the instructor would have to sign a contract and offer 25% more course work than what is listed on the syllabi to

establish the course as an Honor's requirement. S. Gretz stated that Honor's courses were considered as part of a pilot program and stated that this needs to go through Shared Governance, if the college is considering implementing it as a permanent program. K. White stated that he would look into this and get back to her.

- *Fall "Block" Scheduling* – Almost everything is set. There are a few issues and it becomes a little more complicated at the end of the scheduling process. He stated that the fall is more crucial, since the programs held at the extended campus sites are now all on the main campus, and there is construction taking place with the 900 buildings and the 500s are scheduled for demolition. He stated that the Spring 2014 semester will be less demanding. If instructors have issues related to scheduling, let K. White know.
- *BSS SLOs & PLO Matrix* – Sydney Rice helped design a matrix to track SLOs & PLOs from semester to semester. K. White will send the matrix out soon and would like instructors to review it and let him know if there is information that should be updated.
- *Summer College Book Orders* – They have all been submitted. K. White congratulated instructors.
- *Program Pathways* – There has been a change to submitting the program pathways. Instructors should take their time and look them over in the Fall so that they are ready to be implemented in the Spring 2014.
- *Campus Hour* – The Annual Program Review will drive everything on campus. College Council will take the lead on the evaluation of Campus hour. The plan is to move forward with Campus hour for the fall, meanwhile, they will be evaluating it.
- *Online Classes/Distance Education for fall* - Instructors interested in teaching online in the Fall have to complete two courses designed to address issues of pedagogy and rigor. M. J. Wainwright explained that the courses are 10 hours per week. They are sponsored by the Chancellor's office. The next course will be offered the week of June 03, 2013. Instructors must complete the courses in order to teach online courses for the fall 2013. Their course offerings would have to be approved by the Distance Education Department.

V. Part-time Faculty (K. White)

- *Spring Evaluations Update* – Thanked all who assisted with the evaluations and stated that almost all of the part-time instructor's evaluations will be done by the April deadline.
- *Seniority Scheduling for fall 2013* – Reminded the area leads to follow part-time seniority when working on the fall 2013 schedule. He clarified that 1 class should be offered initially when offering classes by seniority.

VI. Area/Discipline Meetings (K. White)

K. White reminded the leads to continue with their area meetings.

VII. Department "End of the Semester" Party (K. White)

K. White is thinking of cancelling the May 03, 2013 party or rescheduling it for May 10, 2013. There were seven instructors who raised their hands that they would go.

VIII. Farewell for Francine Hias (K. White)

K. White stated that our Department will deeply miss her and her contributions to IVC and our students. F. Hias stated that she started as a full-time temporary instructor and her Visa will not be renewed. She stated that it will be hard to leave, but she stated that it's the end of a cycle and the beginning of a new one. She thanked everyone.

IX. Other Items (K. White)

K. White stated that he's enjoyed being Chair for the Department. He stated that he is opened to ideas and suggestions for improvements within the Department. He announced that he has applied for the Dean of Arts and Letters position and has an interview next week.

The meeting was adjourned at 1:05 p.m.