BS & S Department Meeting Thursday, October 17, 2013 12:00 – 1:00 p.m., Room 411

MINUTES

PRESENT

Aguirre, Tina (Dean) Byrd, Krista Finnell, Lillian Jacobson, Eric Murray, Silvia (Recorder) Patel, Aruna (ADS Coord.) Rodgers, Gary Rodiles, Nicole Staton, Robin Wright, Brad White, Kevin (Chair)

I. Call To Order/Welcome/Approval of Minutes – 8/16/13 (K. White)

The meeting was called to order at 12:07 p.m.

The minutes of August 16, 2013 were approved (M/S/C – Gary Rodgers/R. Staton).

II. Division Keeping & Discussion (K. White)

- **Discipline Liaisons** It was mentioned at the last department meeting that there is no compensation for department leads. Faculty serving as a liaison in their areas would be on a voluntary basis. Faculty would like to have a rotating contact person for their discipline. K. White stated that he has volunteer contact persons for most of the disciplines, but there are still some which have not responded and he will be in contact with them.
- Hiring Committees: Geography, Sociology, and Psychology Three hiring committees have been established for each of the three vacant positions. K. White will send the committees information, as it becomes available from Human Resources.
- Program Pathways Collaborations with Counseling Program Pathways
 was originally put on hold until spring 2014. K. White stated that they are
 now due in the fall 2014. Counseling will look them over and ensure that
 the Pathways are in alignment with the new ADTs.
- **Publisher books in Office (807)** There are packages in the Department office. K. White reminded instructors to continually check for packages when they are in the office.
- **Spring Schedule Challenges** The department was given specific time blocks and classrooms to utilize. This created some minor problems for some disciplines which he apologized for.

- Full/Part-Time Evaluations Part-time instructors will be evaluated this semester. If there are any full-time instructors wishing to be included in the evaluation process, please contact Chair White.
- Mentorship Program for New/Part-time Faculty K. White would like to create a mentor policy for the Behavioral and Social Science Department. N. Rodiles stated that as a part-time faculty, she would have benefited from this.

III. UPDATES (K. White)

- Associate Degree for Transfer (ADT) Replacing Transfer Model Curricula
 (TMC) The department needs to start working on ADTs. There are
 currently four ADTs in the department. Pathways need to be aligned with
 the ADTs.
- SPSS Site Software and Laboratory This semester is the first time we've used the SPSS software. There have been issues with the computers in class. K. Byrd stated that she attended the Board meeting and read a letter from the students expressing their frustration with the outdated computers. Information Technologies was supposed to install SPSS in the Math Lab. T. Aguirre suggested that Krista look at the schedule and find a time that her class could utilize the Math Lab to switch with for the remainder of the semester.
- Lotto Fund Disposition: Equipment and Instructional Supplies The wish list exceeded the money that was being allotted through the Lottery Funds. Two thousand dollars was allotted in each department budget. A media equipment cabinet, models for Anthropology and a software program to organize the media/videos. K. White will include the cost for replacement laptops in the Program Review.
- **BSS Honors Program Courses for Spring 2014** Honors classes are still in development stages. It is up to each faculty member and whether they'd like to participate in the honors program. In order for a course to qualify as an honors course, it needs to consist of 30% more work in the class. If anyone is interested they should contact Robert Baukholt. K. White has inquired as to whether part-time employees are able to participate in offering honors classes and is awaiting a response.
- SLO & PLO Tracking Matrix There was no discussion.
- Campus Hour College Council is the lead for campus hour. There will be a master schedule of events on campus. If anyone would like to have an event during campus hour let K. White know.
- Distance Education Course Development Opportunities The
 information for online course development was sent out to instructors. If
 anyone is interested in teaching online, there are two courses where
 attendance is required.
- **BSS Website Development** K. White would like to show the progress of the department's website in November.

IV. DISCIPLINE/AREA MEETINGS (K. White)

K. White wants to make sure that every discipline is meeting with their instructors. Particularly regarding SLOs and PLOs since it is a requirement.

V. OTHER (K. White)

Dean Aguirre announced that the three ditches near the entrance of the North parking lot will be percolating ponds. They will treat waste water. Once they are complete, they will place a fence around them.

VI. ADJOURNMENT (K. White)

The meeting was adjourned at 12:45 p.m.