Humanities Department Meeting Thursday, August 23, 2012 College Hour, 12:00 – 1:00 p.m. Room 1602

Approved Minutes

Present: Carol Hegarty, Humanities Department Chair

Richard Colunga Aaron Edwards Hope Davis Bruce Page Van Decker Nannette Kelly Bernardo Olmedo Jorge Estrada

Recording Secretary: Toni Gamboa

The Humanities Department meeting was called to order by Carol Hegarty, Humanities Department Chair at 12:08 p.m.

1. SLOs/PLOs and Bi-monthly Meetings. See SLO check list. Is this correct?

Sydney Rice sent out a list of the SLOs that have been assessed for Humanities. Unfortunately, not all the classes which were assessed and filed with Toni Pfister, former SLO Coordinator were checked on the list. Carol has requested that everyone present help determine which classes have been assessed. The method of submission will be different this semester. Please submit SLOs to Carol who will collect them and place them in a file and send them directly to Sydney. Carol believes that Humanities is in better shape than indicated in the list. This semester every department is required to work on SLOs/PLOs two hours a month. The Humanities Department is scheduled to meet every 1st and 3rd Thursday of the month during College Hour from 12 noon to 1:00 p.m. starting Thursday, September 6, 2012. Room 314 has been confirmed as the meeting room for the semester. Once it is determined which classes need to be assessed Carol will work with specific individuals.

SLOs/PLOs deadline schedule this semester is quite complex. Humanities still requires 3 PLOs assessed by the end of Spring 2013. Art and Music each need to have 1 PLO assessed by Spring 2013 as well.

Carol will email Eric Jacobson to inquire about obtaining a copy of the contract to verify the wording on the 10 hours a week requirement to work on SLOs/PLOs. This requirement just seems daunting. Accreditation appears to be the driving force behind this requirement.

Aaron Edwards inquired as to what form he needs to complete PLOs for Philosophy. He stated he has completed SLOs, identified PLOs; however, he still needs to assess PLOs for Philosophy. Carol informed Aaron that she would work with him to complete the forms.

Humanities and Philosophy worked out the differences regarding the PLOs. There were adjustments made accordingly. Carol will email changes to Nannette Kelly.

2. Blackboard

Each class has a site on Blackboard. All faculty are being encouraged to use it. It is rather user friendly. The faculty present thought more training should be provided. Unfortunately, Blackboard was sprung on the Adjunct faculty. Carol stated that the District is not forcing faculty to use Blackboard. The word is that the faculty will want to use it.

According to Todd Finnell, Vice-President of Information Technology, Blackboard will be linked to Banner which will encompass class rosters, attendance, scheduling etc. by next semester, Spring 2013.

Nannette Kelly stated that tests are rather difficult to upload in Blackboard as opposed to Etudes.

Van Decker inquired about being able to upload audio files onto Blackboard. Is there a copyright stipulation? Carol stated that since it is limited assess rather than public assess it should be safe to upload Music excerpts in addition to Art works which Nannette is concerned about as well. Bruce Page stated just to be careful with music of the Beatles since they have very strict copyright stipulations. Carol will ask Todd Finnell about the logistics. YouTube videos cannot be uploaded to Blackboard; however, they can be linked and shown on your Blackboard site.

3. Sick Leave Changes

Carol is not certain about the exact wording since she did not have a contract to quote. However, full-time faculty is required to contact the Department Chair and Secretary each and every day he or she will be absent. Must contact and speak to a real person. Emailing and receiving an email response for an absence notification will suffice as per Nannette's request.

Toni Gamboa was introduced as the Administrative Secretary supporting Humanities. You may reach Toni at ext. 6378. Clarification was also provided on the departments which are under the Arts, Letters and Learning Services Division. Sara Hernandez, Staff Secretary for Arts & Letters was also referenced as to being someone to contact within the ALLS Division as well.

If faculty is aware ahead of time that they will be absent over a week or long term, then the Dean must be notified in order to obtain a substitute or hire a full-time temp for the class. Other faculty may be asked to step in to share classes as well.

Van Decker stated he is concerned about jury duty in case he is called to be on a jury for a duration, who would cover his classes? Joel Jacklich was mentioned as a possibility. Can someone who is retired be called to substitute? Carol stated that it is important to cultivate an adjunct, someone who could step in and take over your class in a pinch. That is why Carol is presently concentrating on cultivating someone for the Art History class since she and Nannette are the only faculty who teach the class.

Nannette inquired if ALLS would be holding a Division meeting? According to Carol, it may be quite a challenge since the division is huge. Holding a division meeting may be considered once a year for Accreditation purposes and to have record of it, but it may be difficult to gather the entire division.

4. Out of State Travel Policy Changes

If you will be utilizing the special absence days allocated by the District for conference travel and traveling out of state, you must give the Dean and Instruction Office a month and half advance notice. All travel requests must have Board approval. Even if you are paying for the conference yourself and utilizing special absence days and not personal days for conference travel you are still covered by workman's comp so travel must have Board approval.

Jorge Estrada inquired about Field Trips. Carol will inquire and find out as to the new requisites required. In the past, the department had money to rent vans but that is longer feasible.

5. Office Hours

Office hours will consist of four hours spread over 4 days with a 30 minute minimum. A formal request will be sent out by Carol requesting the submission of syllabi and office hours to have on record. Please submit your office hours to Toni and cc Sara Hernandez. A color office hour schedule will be generated and posted for each of the faculty within the ALLS Division. Not certain as to what the method is regarding the distribution of the office hour schedules, but Toni will ensure faculty receive them even if she needs to walk them over individually herself.

6. Syllabi

Student Learning Outcomes from the Course Outline of Record must be included on all syllabi. Enter CurricUNET and copy and paste them onto your syllabi. The course description must match the Course Outline of Record as well. The Accreditation Team will be randomly reviewing syllabi. The request is to email syllabi to Carol and Toni with a cc to Sara Hernandez.

A copy is to be sent to Carol as Department Chair as per Dean Taylor Ruhl's request that all Department Chairs review syllabi in their respective areas to ensure pertinent information is on the syllabi accordingly. Last year, Carol provided copies of the Course Outlines of Record to the Humanities Department faculty.

7. Other

Carol will look into the following:

- CurricUNET link.
- Copyright policy.
- Field trips.
- Request for syllabi.
- Find out status of online classes.
- More Blackboard training.
- Can faculty hold office hour by appointment during College Hour?

Also,

- Bruce Page thanked Carol for accepting to take on the Department Chair responsibility.
- Bruce also welcomed Toni to the Division.
- Carol stated that there are still departments on campus that are teaching during College Hour. The Humanities Department feels it is unfair that the College Hour was not honored by all departments.
- Academic Senate Representative Carol asked if anyone was available to replace her as the AS representative. She stated that the Academic Senate meetings are held on the 1st and 3rd Wednesday of the month at 1:30 to 3:00 p.m. According to Carol, the meetings are important, interesting and exciting. Carol will inform Eric Lehtonen, Academic Senate President about the Humanities Department's request to schedule Academic Senate meetings during College Hour so more faculty can attend.
- Humanities Department meetings have been scheduled for the 1st Tuesday of the month starting Tuesday, September 4th during College Hour at noon in Room 314.
- SLOs/PLOs meetings have been scheduled for the 1st and 3rd Thursday during College Hour starting September 6th at noon in Room 314.
- Gallery Exhibit Reception scheduled for Thursday, September 6th from 6:00 9:00 p.m.
- Hanging show on week of the show on 9/3, 9/4 and 9/5/2012.
- Thus far 17 people will be participating in the show.
- David Bayless has graciously volunteered to help.
- Van Decker located in 300 Building is the holder of paper supplies for the existing copier in the building.
- A request for the following supplies was made:
 - o Copy paper 2 boxes
 - o Binder clips medium and large
 - o Expo dry eraser markers.
 - Yellow pads
- Bernardo Olmedo inquired about the scanner and printer which were originally in Room 902 which were removed.
- 8. **Adjournment** The Humanities Department meeting adjourned at 1:25 p.m.