Behavioral & Social Sciences Department

BS & S Department Meeting Thursday, November 29, 2012 12:00 – 1:00 p.m., Room 810

MINUTES

PRESENT

Byrd, Krista Knaak, Manfred Wright, Bradford

Camillo, Elvia (Recorder) Patel, Aruna

Campbell, Alondo
Cushner, Michael
Finnell, Gaylla
Gretz, Suzanne
Hias, Francine
Rice, Sydney (Guest)
Soto, Veronica (Guest)
Wainwright, Mary-Jo
Watford, Kathleen
White, Kevin (Chair)

I. Call To Order (K. White)

The meeting was called to order at 12:05 p.m. K. White welcomed everyone in attendance.

II. Approval of Minutes (K. White)

The minutes of August 23, 2012 were approved (M/S/C – S. Gretz/M. Cushner)

III. Program Learning Outcomes (S. Rice)

- S. Rice stated that there are two sets of PLOs missing campus-wide. She commended everyone for all of their hard work. She stated that the second collection of SLOs is on December 13, 2012.
- S. Rice stated that a couple of electronic systems are being looked at that are used throughout the state to aggregate data and generate reports. This would prevent any lost paperwork.

IV. Department Reports (Leads)

M. J. Wainwright (History) stated that History offered as many History courses as they could with the instructors they had. The History Department had 4 or 5 meetings that focused on SLOs and revamping the way the History major is assessed. She stated that they are moving forward with the Transfer Model Curriculum without losing their capstone research course. The History Department is concerned with the FCMAT Program Evaluation, since it was based on numbers and not on factors that lead to success rates.

Aruna Patel (A.D.S.) stated that the position as Alcohol and Drug Studies Coordinator has been a challenge; however, she is doing what is required of her. She shared her goals and stated that she would like for ADS students who finish the program to obtain a job after. She's met with Director Mike Horne of Behavioral Health and asked him to be on the board of the ADS committee. There are about seven members on the committee including, doctors, social workers, and probation officers from the community. The first meeting will be held the beginning of the semester Spring 2013. She would also like to get Alcoholics Anonymous classes set-up on campus, since students don't have that type of support.

K. Byrd (Psychology) stated that at the beginning of Fall 2012 semester, R. Staton organized the SLOs for the Psychology Department. She stated that the Transfer Model Curricula (TMC) was not written because SDSU did not want to participate. She stated that the Psychology TMC is completed and looks similar to the Psychology major. She announced that the Psychology Stats course will be offered in Fall 2013.

Manfred Knaak (Anthropology) stated that it has been a good semester. Since his office is now located in 2735, he'd like to have more display area and is working with Maintenance to remove the doors of the existing display cases for Anthropology pieces.

Alondo Campbell (Sociology) stated that he is in the process of researching AA degree applicable Sociology transfer courses and he should be completing the task by the end of the day.

Gaylla Finnell (Political Science) stated that she submitted a report to summarize what's taken place in the Political Science area. She stated that the Department has limited faculty and it is difficult to recruit part time faculty. With the current faculty, the focus in the course scheduling process is on basic courses such as, Political Science 100 and 102. Political Science 104 and 106 will be put off until additional faculty is added.

V. Division Keeping (K. White)

- Final Grades Due on December 13, 2012, 5 p.m. If grades are not submitted by then, instructors may be subject to Level I disciplinary action.
- Pay Stubs Policy Human Resources has changed their policy to cut down on costs. The BSS department is distributing stubs and placing stubs of those individuals that are not able to pick them up during normal business hours in their mailboxes. Discussion ensued regarding personal information on stubs and them being distributed to mailboxes, as students have access to the mailroom.
- Instructional Supply Orders K. White asked for \$30,000 of Instructional Supplies monies and was granted that amount for the Department. Of that, we've spent \$2,800, and most has been on videos. He asked instructors to submit a list of videos to Elvia prior to winter break, or

- anything that they may think of that would fall under Instructional supplies.
- Course Outlines of Records (COR) and SLO/PLO If a course is a three
 unit course it should contain three SLOs. The SLO information on the
 syllabi should be the same information as those listed on the COR.
- Enrollment Management Thanked the Department Leads along with Elvia for their efficiency with the spring 2013 schedule input.
- Absences and Timely Reporting Reminded everyone to get their absence reports submitted immediately upon their return and if there are any extended absences, instructors should try to get a substitute. He stated that Instructors should always be sure that the hours for their classes are being met.

VI. Blackboard (K. White)

K. White asked instructors how Blackboard was working out for them. He stated that he has learned a great deal and offered his assistance to those who may need it. He announced that there would be training on Blackboard on November 30, 2012 for those interested.

VII. TMC (V. Soto)

Veronica Soto introduced herself as the Transfer Center Director for the fall 2012 semester. She stated that she and Dixie Krimm have been working to make sure that all courses have a California Identification Number (C-ID). V. Soto stated that IVC has 8 TMCs completed and that by the Fall of 2013, we need to have 80% completed. By June 01, 2014, we must be 100% complete. She stated that IVC is number one in Region 10 with the submission of TMCs.

VIII. Changes in Annual & Comprehensive Reviews (K. White)

K. Berry mentioned at a meeting that rather than having an annual review that leads to a comprehensive review, the college is having annual comprehensive reviews each year for continual improvement in our programs. He stated that more information will be included, so that the tools available to evaluate programs will help to improve the process. He explained how each program will identify their needs in a program review and it will be reviewed by all of the planning and resource committees for prioritization. After it is reviewed, it will then go to the Budget and Planning committee. He stated that he is co-chair on the committee and will make sure that our department's needs are being met. He will update the department on this issue.

IX. Individual Meetings (K. White)

K. White announced that he had the opportunity to meet with all of the Full-Time Instructors during the Fall 2012 semester. He plans to meet with the parttime instructors during the Spring 2013 semester.

X. Division Website (S. Gretz)

An information sheet was handed out to those present. S. Gretz stated that she would be sending an electronic version of the form to the entire

department and would like them returned to her by the beginning of the spring semester. She shared her plans of how she would like to build the department's webpage and asked instructors to inform her of any personal websites or any items that they would like to have linked. She plans to have the webpage up by the middle of the spring semester.

XI. IV Interfaith Council (K. White)

On November 08, 2012, IVC and E. Jacobson with the IV Interfaith Council sponsored the showing of the movie, Fordson. Fordson was about an Arab-American High School's struggle for acceptance in post 9/11 America. The showing was well attended by the community. There is a copy of the movie in the department office.

XII. IV Food Bank (K. White)

Traditionally, the department has typically been a strong contributor and this year we have not seen much participation. He reminded everyone to bring in canned food items. G. Finnell stated that monetary donations are greatly appreciated. She stated that with 19 cents, the Food Bank can purchase a pound of food.

XIII. SPA – Operation Northend Holiday Projects (G. Finnell)

The last big event for Students for Political Awareness is the Christmas project. The club teams up with Toys for Tots. The club is collecting new, unwrapped toys and cash donations for food boxes, which cost \$20 per box. She thanked everyone who attended the Thanksgiving event; it was very successful this year.

XIV. Spring 2013 (K. White)

- Campus Hour Asked instructors to be thinking about their area of expertise and possibly providing a workshop or lecture to the campus community during Campus Hour in the spring.
- Evaluations of Part-Time Faculty K. White stated that he would take the lead on this task, but shared with everyone that tenured faculty could be compensated for evaluating part-timers. He stated that evaluations would be taking place in the spring and those interested in evaluating should let him know.
- Area/Discipline Meetings Every area should be having a meeting at least once a month to share and update information within their discipline.
- Online Classes There is a moratorium for online classes in the spring.
 The idea is to be sure that classes are up to rigor before offering them in the Fall. He stated that all online classes must go through the Distance Education committee for approval.
- Department Events Fund Asked instructors to think of a better way to fund department events. He suggested that, each instructor donate \$5, or sell unwanted books for the fund so that events are not funded out of our individual pockets.

XV. Other (K. White)

In L. Solomon's absence, he shared that the LGBT club had sponsored an art show on campus.

K. White made a correction to an announcement he made at our last department meeting. He added that M. Cushner will be teaching an Honors course for the Spring semester.

He thanked G. Finnell for her ongoing involvement with all of the community projects, and the recent Treats for Troops project.

XVI. Adjournment (K. White)

The meeting was adjourned at 1:06 p.m.