



Behavioral & Social Sciences Department

BS & S Department Meeting
Thursday, January 24, 2013
12:00 – 1:00 p.m., Room 810

MINUTES

PRESENT

Aguirre, Tina (Dean)	Hias, Francine	Staton, Robin (PSY Lead)
Byrd, Krista	Jacobson, Eric	Wainwright, Mary-Jo (HIST Lead)
Camillo, Elvia (Recorder)	Knaak, Manfred (ANTH Lead)	Watford, Kathleen
Campbell, Alondo (SOC Lead)	Patel, Aruna (ADS Coord.)	White, Kevin (Chair)
Cushner, Mike	Sell, Jim	Wright, Bradford
Finnell, Gaylla (POLS Lead)	Solomon, Lisa	
Gretz, Suzanne	Soto, Veronica (Liaison)	

I. Call To Order/Welcome (K. White)

The meeting was called to order at 12:04 p.m. K. White welcomed everyone in attendance and introduced full-time temporary instructor James (Jim) Sell.

II. Approval of Minutes (K. White)

The minutes of November 29, 2012 were approved (M/S/C – M.J. Wainwright/A. Patel)

III. Discipline Reports (Leads)

HISTORY (M.J. Wainwright) - Scheduling and number of sections in History will be a priority due to low enrollment this semester. There is concern over the success rate, as well as, a new assessment developed in U.S. History.

SOCIOLOGY (Alondo Campbell) – He's in the transition stage of Sociology 102 and 150. He's met with L. Semmes and has yet to meet with K. Byrd.

ANTHROPOLOGY (Manfred Knaak) – There has been some remodeling to the cabinets in Rm. 2735. Now there is room for exhibits from different countries. R. Staton expressed interest in displaying her collection of African art pieces.

ALCOHOL & DRUG STUDIES (A. Patel) - The ADS committee meetings have been established and the first meeting will take place the first week of February.

Pleased to announce that Mike Horne will have four ADS students interning at Behavioral Health. Needs Instructor support in fundraising efforts to attend 2013 CAADE conference held in April. Adult Children of Alcoholics classes are being set-up for IVC students and staff on-campus. She is working to implement a new Ethics course.

POLITICAL SCIENCE (G. FINNELL) - Sent out an electronic report giving an update on Political Science.

K. White passed around a report that shows fill rates for each course in each discipline and overall.

IV. Division Keeping (K. White)

- *Paystubs Policy* – There are no issues with the distribution changes.
- *Copying Update* – We are well over our budget. The issue will be closely analyzed. S. Gretz emphasized that our department has a higher course cap and our Department should not be compared to others.
- *Syllabi* – Explained because of the Accreditation visit, we have requested hard copies versus the usual electronic copies.
- *Conference and Travel Budget* – There is a very limited amount of monies. Explained that the Programs needing to attend conferences for certification have priority over any other travel request.
- *Instructional Supply Orders* – We have received many orders and reminded everyone that there are still monies available to get their orders in.
- *Course Outlines of Record (CORS)* – SLOs should reflect what is on the CORS. Any changes made to SLOs on syllabi must match and be changed on the COR.
- *Absences and Timely Reporting* – Reminded instructors to make sure they are reporting their absences as well as submitting absence forms following their absence.
- *Flu Alert* - Kathy Berry reported in Instructional Council that the flu is going around and Instructor's should be prepared with an out-of-class assignment for students.

V. Blackboard (K. White)

K. White asked instructors how Blackboard is working out for them. He stated that since they reassigned Andres Martinez, there has been talk about a 24/7 phone support system.

Alondo Campbell announced that he and his wife, Kathleen Watford, will be leading a training in Blackboard, facilitated by Atlas. The training will be February 14, 2013, 12-1p.m. in rm. 801 and lunch will be provided.

VI. California Community Colleges (K. White)

- *TMC* – As the Transfer Model Curriculums are established, they will become the primary degrees, which will supersede the local degrees. A student that completes the TMC will be guaranteed access to a state college.

- *State Transition to Performance (Completions)* – It has been discussed that within the next 5 years, the state would like to transition toward performance and completion, rather than how many students are enrolled at census.
- *Program Pathways* – K. Berry mentioned in Instructional Council that as we move to centralized enrollment management, she would like for the different disciplines in the fall 2013 – spring 2015, to develop a Pathway. It would be based upon the TMC and what is required. This would assist students when choosing a major, to be able to select the courses required for the chosen major, and obtain a degree. A sample hand out was distributed.
- *Community Colleges 90 Unit Cap for Financial Aid* – The state is moving toward capping college financial aid to 90 units. V. Soto explained that the 90 unit cap is set in place already.

VII. Program Reviews (K. White)

Jill Nelipovich sent him information to be utilized for the department's program review. K. White stated that he would initiate a draft and would then meet with each area, receive feedback, and together, complete a final draft.

VIII. Part-Time Faculty (K. White)

- *Evaluations this spring* – A list of part-time faculty was provided that need a completed evaluation. Full-Time Tenure Instructors will be compensated. Evaluations should be completed by April 26 and are completed every 3 years.
- *Seniority* – Part-Time Faculty now have a union. A seniority process will be in place for them in the fall 2013. In the scheduling process, Full-Time faculty will choose up to 6 overload units; part-timers would then select 1 course at a time based on seniority.

IX. Division Website (K. White)

S. Gretz has received five forms back requesting information from individuals. She is working with Omar Ramos on how to link instructor's personal websites to the school's website. K. White mentioned that K. Berry would like to have the websites standardized.

X. BSS Campus Hour (K. White)

He would to set-up a presentation for Black History month in February. He'd like to have a film festival. S. Gretz volunteered to participate in the event. He encouraged everyone to be thinking about events that they would be interested in facilitating in the future.

G. Finnell mentioned that some students are not in agreement with the time block they have in their schedules. She also mentioned that there is concern with the classroom usage in that hour as well. K. White stated that Academic Senate and shared government would be evaluating campus hour this semester. A survey was suggested by Mary-Jo so that she may take all concerns with her to Academic Senate.

XI. Enrollment Management (K. White)

- *IVC Transition to Centralized Scheduling* – The Instruction Office will organize and implement centralized scheduling to accommodate larger capacity classes with larger classrooms as early as fall 2013.
- *More Efficient Use of Classrooms and Fridays* – More classes may be scheduled on Friday's to improve classroom usage on campus.

XII. History Part-Time Applications (K. White)

Three applications have been received and interviews will be scheduled for a pool of adjunct History faculty.

XIII. Online Classes (K. White)

There is still a moratorium with online classes at I.V.C. Distance Education has put together a team that will evaluate all online courses. He reminded instructors wanting to teach online course for the fall 2013 to contact Distance Education for approval. Online courses for the summer session have not been determined, since they are still developing criteria.

XIV. Area/Discipline Meetings (K. White)

He encouraged the different disciplines to meet at least once a month. S. Gretz reminded those meeting in their different areas to take minutes or notes on the discussions.

XV. Other (K. White)

M. Cushner is teaching PSY 208 for the honors pilot and has two students that have applied to schools, so he's hoping that they will be accepted and obtain honors credit at I.V.C.

XVI. Adjournment (K. White)

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