BS & S Department Meeting Thursday, March 14, 2013 12:00 – 1:00 p.m., Room 810

MINUTES

PRESENT

Hias, Francine

Byrd, Krista (PSY Lead) Camillo, Elvia (Recorder) Campbell, Alondo (SOC Lead) Cushner, Mike Gretz, Suzanne Knaak, Manfred (ANTH Lead) Patel, Aruna (ADS Coord.) Rodiles, Nicole Sell, Jim Solomon, Lisa Staton, Robin Wainwright, Mary-Jo (HIST Lead) Watford, Kathleen White, Kevin (Chair) Wright, Bradford

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

The meeting was called to order at 12:04 p.m. K. White welcomed those in attendance.

The minutes of January 24, 2013 were approved (M/S/C – L. Solomon/M.J. Wainwright)

II. Discipline Reports (Leads)

POLS (K. White for G. Finnell) - A report was read in G. Finnell's absence which included all of the activities she and her students have been involved in.

HIST (M.J. Wainwright) – History has been focusing on the TMC degree. S. Gretz has taken the lead on this issue. Program Pathway was based on the TMC and TMC requirements are less than what is needed to transfer to SDSU. K. White stated that K. Berry informed him that the Chancellors office is involved and SDSU will have to comply with the TMC. History has thought of an annual meeting with all History majors. PLOs will have to change due to the loss of History 280.

SOCIOLOGY (Alondo Campbell) – He met with the part-time faculty and submitted the Sociology Pathways, SLOs, and PLOs. He stated that a Course Outline of Record is awaited approval.

ANTHROPOLOGY (Manfred Knaak) – The cabinets in Rm. 2735 have been filled with Native American pieces as well as artifacts from around the world. He

extended an invite to those present. Both he and G. Rodgers are working on the display case outside of 2735.

PSYCHOLOGY (K. BYRD) – A Statistics course is in the process of being moved out of Math to Psychology for Behavioral Science majors. It was included in the Sociology TMC that was submitted. This Statistics class will have a lab component and all will be ready for the fall 2013. The Research course along with the Statistics course will both be 4 units. PLOs will have to be done again. She was informed that no Psychology courses are being articulated in Counseling; therefore, Psychology will have to change their Course Outlines.

ALCOHOL & DRUG STUDIES (A. Patel) – Stated that she is excited that 3 of her students who are serving as interns at Behavioral Health have been offered a job. She stated that the Ethics and Law course information was submitted to the Curriculum Committee for course implementation. Seven students will be attending the CAADE conference this year and she is asking for assistance with fundraising ideas or donations. The students need to raise \$3,500 to cover all expenses to the conference being held on April 18-20, 2013. There will be a Barbeque fundraiser in two weeks and a bake sale after spring break.

III. Division Keeping (K. White)

- Copy/Print There are problems throughout the campus. Papercut was supposed to reduce costs and the college is taking a closer look at this issue. K. White suggested that the Department try to limit the copy expense as much as possible. There is a report that he will be sending to the Department that includes the breakdown of individual copying amounts.
- Syllabi In Instructional Council, they are working on template to standardize the information included in instructor's syllabi. He will disseminate as the template is approved.
- Conference and Travel Budget There is a very limited amount of monies. Explained that \$2,000 has been set aside for A. Patel, ADS Coordinator. Anything that is left will be split amongst the rest of the department for Conference/Travel.
- Instructional Supply Orders We have only used \$5,000 and the cut-off date for Purchase Orders will be in 3 weeks. He asked that anyone with orders, please submit them soon.
- SLOs & PLOs S. Rice has listed all the SLOs for every class on campus on the school's website and encouraged everyone to take a look.
- Absences and Timely Reporting Reminded instructors to submit absence forms following their absences.
- Department Website S. Gretz has been uploading what she has collected. She asked for 2011, 2012, and 2013 Meeting Minutes from the different disciplines that might have them. K. White stated that the department's webpage with be debuted.

IV. Blackboard (K. White)

K. White congratulated A. Campbell along with his wife, Kathleen Watford for leading the "Fall in Love with Blackboard" presentation in February. They will be leading another training on March 26.

V. Annual Nominating of Outstanding Student Awards (K. White)

He reminded everyone to submit the nominee for outstanding student from each discipline.

VI. Class Caps (K. White)

He stated that there has been discussion on changing course caps. Departments have been asked to take a look at their course caps and have internal discussion as to whether this can be done. S. Gretz stated most course caps in the department are 35-40 already, when other department's caps are much lower. K. White stated that as the remodeling takes place, size in classrooms is being considered to accommodate larger cap courses.

VII. Updates (K. White)

- Transfer Model Curricula (TMC) There are 557 TMCs that have been adopted by schools. IVC has the most approved TMCs of Region 10. There are 24 different TMCs which were read off. There are no TMCs for the general degrees at this point.
- Program Reviews K. White stated that the Program reviews were submitted. Stated that he would send them to the leads and if there was feedback there was still time to make revisions to them.
- Summer College Stated that he submitted the schedule to Melody of Academic Services and he sent it to the department as well. He also sent out the summer course listings in the format that will be viewed on our website. He stated that this format is hard to read and Academic Services is working to get this issue resolved so that it is better to read and understand by all. Thanked everyone for getting in their summer information and working on it. Stated that 400 FTES were lost and Administration believes they will make them up in the summer.
- Summer College Book Orders Reminded everyone to get their book orders in early.
- Scholarships Asked instructors to encourage their students to apply for scholarships and to explore what is available
- Program Pathways Explained to all that only a draft to get started was wanted from every discipline, so that the core classes were included in the pathways. These pathways would then be reviewed by counseling. The Program Pathways have been submitted for BSS area and the department will await the next step in the process from Kathy Berry. Once they are completed, they will be included in the Catalog and on each department's website.
- Campus Hour Stated that at the College Council meeting there was discussion to postpone Campus Hour for one year. The weaknesses expressed were that there is no programming and no structure. Some suggestions were: Among the hours designated to Campus hour, ½ should be designated to Staff Development, a one-year master plan listing of all activities should be developed, more structure and more staff development.
- Online Classes/Distance Education for fall No online classes for summer session. Protocol for online classes in the fall will be 2 courses over 8 weeks. The courses are \$65 per course and the school is paying for them.

VIII. Part-Time Faculty (K. White)

- Spring Evaluations Thanked those who have assisted in observing parttime faculty. He stated that 1/3 to ½ of the part-time evaluations have been completed and should be completed by the deadline in April.
- Seniority Scheduling for fall 2013 Leads are already aware of the seniority list when scheduling.
- New Office Space Announced the new part-time office space with 4 desks, computers, phones and a conference table.

IX. Fall Schedule Development (K. White)

- Enrollment Management & Centralized Scheduling He sent out communication to begin developing the fall 2013 schedule. Enrollment Management and centralized scheduling will play an important role.
- More Efficient Use of Classrooms on Fridays They will be incorporating more classes on Friday and trying to match larger classes with larger rooms.

X. Area/Discipline Meetings (K. White)

Everyone was encouraged to have an area discipline meeting at least once per month to discuss issues within their designated areas.

XI. Other Items (K. White)

All were reminded that E. Camillo is there to assist as the department secretary and not anyone's personal secretary. He stated that instructors should be strategic in what they are asking her to do. Department matters come first.

- K. White gave a quick summary of the Accreditation Team's Exit Interview meeting that took place. He stated that financially, the college needs to make sure they are not using their reserves to balance the yearly budget. He stated that he would gather more information of what was said at the meeting and send it out to all.
- S. Gretz stated that she would very much like to be on the Academic Senate as an At-Large Senator and reminded everyone to go and vote.
- K. White congratulated M. Cushner for winning the Academic Senate position for the Behavioral and Social Science Department.

The next department meeting is scheduled on April 25, 2013.

XII. Adjournment (K. White)

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