



Behavioral & Social Sciences Department

BS & S Department Meeting
Thursday, November 21, 2013
12:00 – 1:00 p.m., Room 411

Minutes

PRESENT

Aguirre, Tina (Dean)	Knaak, Manfred	Staton, Robin
Byrd, Krista	Patel, Aruna (ADS Coord.)	Wainwright, Mary Jo
Camillo, Elvia (Recorder)	Rodgers, Gary	White, Kevin (Chair)
Finnell, Gaylla	Rodiles, Nicole	Wright, Brad
Finnell, Lillian	Sell, Jim	
Jacobson, Eric	Solomon, Lisa	

I. Call To Order/Welcome/Approval of Minutes – 10/17/13 (K. White)

The meeting was called to order at 12:05 p.m.

The minutes of October 17, 2013 were approved (M/S/C – G. Finnell/N. Rodiles).

Welcomed everyone and wished those with birthdays, a happy birthday.

II. Division Keeping & Discussion (K. White)

- **Hiring Committee Updates: Geography, Sociology, and Psychology** – Three vacant positions in the department. In Geography, one of the two applicants will be asked to serve as a full-time temporary instructor. The committee felt the need for a larger pool of applicants, so the District will re-advertise the position for spring 2014. For the Psychology and Sociology positions, the process will not be completed by the end of the semester, so the Full-Time Temporary Instructors currently filling the positions will be asked to fill-in for spring 2014.
- **2 Year Scheduling Plan** – Kathy Berry would like to see a 2 year schedule set to include summer 2014 – summer 2015 by the end of February 2014. He mentioned that the courses will be derived from the ADT and Program Pathways so that it all ties together.
- **Full/Part-Time Evaluations** – An email was sent out earlier in the semester for assistance with the evaluations. Three full-time and fifteen part-time faculties were in need of an evaluation, some of which had not been evaluated in almost ten years. K. White has completed seven evaluations; however, he will have all evaluations completed by the end of the semester. He stated that the college needs to develop a

policy/procedure regarding post evaluations and individuals who may need to improve in areas.

- **Mentorship Program for New/Part-time Faculty** – K. White has been asking part-time instructors if they would like a mentor or a Full-Time instructor to guide them. He also informs them of the resources that are available. He stated that many of them have never had this. He asked those present to let him know if they would be interested in mentoring.

III. UPDATES (K. White)

- **Disciplines** – K. White would like feedback from the various disciplines regarding Program Pathways and ADTs, once the basic framework is set to get their input on capstone classes. We would like to see our students move through the program in two years and it takes good planning to make this happen.
- **Program Pathways – Counseling and ADTs** – A meeting has been set-up with Veronica Soto to go over Program Pathways and look at the new ADTs and see how they align.
- **SPSS Site Software and Laboratory** – K. Byrd stated that Angelica Ruiz graciously moved her class to Rm. 901 to make Rm. 803 available for K. Byrd's students. She stated that her Stats students were happy.
- **Lotto Fund Disposition: What we achieved** – The District denied the laptops requested and scaled back on the funds which were requested by all departments. Video issues in the department were discussed. K. White stated that the monies need to be spent by December 01. Any monies left over will be spent on the CTE building.
- **BSS Honors Program Courses for spring 2014** – In the spring 2014, there are two instructors who will be participating in the Honors program. Lisa Solomon and Kevin White have volunteered. K. White stated that this will include 30% more rigor for the class.
- **SLO & PLO Tracking Matrix** – Instructed everyone to check with the disciplines to find out where they are with SLOs. Everyone should be working on them and they should be completed by the end of the semester. If there are any problems, contact K. White. T. Aguirre shared that SLO reporting will soon be completed online in SPOL. Currently, there is no data that has been dropped into SPOL. L. Solomon explained that SLO's, Program Review and other important data will be linked to SPOL. K. White explained that SPOL is a program which will contain all important campus documentation.
- **Campus Hour** – There is one committee that is starting to populate a master calendar of events. In the spring we may be seeing many more presentations during campus hour.
- **Distance Education – BSS Spring 2014 Offerings** – There is a new Distance Ed. coordinator. K. White encouraged instructors to take the At One courses for online course development. These courses are required and everything must be approved prior to offering an online course. M. J. Wainwright stated that the At One courses are intense and fill quickly, so they are not always available. A. Ekins was the only instructor approved to teach online courses this upcoming spring.

IV. DISCIPLINE/AREA MEETINGS (K. White)

No discussion held.

V. OTHER (K. White)

Program Review - K. White passed around a template for Program Review and stated that he would send out old Program Reviews for review. Any requests involving the budget need to be made with K. White. K. White will gather data from the various disciplines and add any new items. Training will be provided in the near future.

Syllabi Template – K. White stated that there is a template that is near completion. This template will have syllabi content that will be recommended and some that will be required when developing and submitting syllabi. T. Aguirre had the secretaries in the Division check all syllabi for content. Political Science received the highest ranking under the Student Rights section of the syllabi campus-wide. T. Aguirre will send the draft for review and stated that it has not been adopted by Academic Senate yet. She stated that she didn't foresee the template being ready for spring 2014.

VI. ADJOURNMENT (K. White)

The meeting was adjourned at 1:04 p.m.