

Humanities, World Languages & Speech Communication Department
Full Time Faculty Orientation Meeting
Friday, August 16, 2013, 2:00 p.m. – 3:00 p.m.
Building 2700, Room 2723

Minutes

Present

Carol Hegarty, Humanities Department Chair
Nannette Kelly
Sabrina Worsham
Laura Mosier
Hope Davis
Bruce Page
Aaron Edwards
Romano Sanchez-Dominguez
Glenn Swiadon
Dr. Van Decker
Liisa Mendoza

Absent

Javier Rangel

Guests: None

Recorder: Toni Gamboa

A. Welcome Introduction

- Carol Hegarty, HWL Department Chair welcomed everyone to the Fall 2013 semester. Pleased to have the entire Humanities Department together. Encouraged faculty to feel free to contact her to keep in touch.

B. Using CurricUNET to find Course Outlines of Record for Syllabi

- Carol was going to get online to show CurricUNET, but decided to skip that part. Informed those present that in order to look at the Course Outline of Record to go to: www.curricunet.com/imperial/
- The importance of CurricUNET is to copy and paste SLOs and course description and base what you are teaching by it.
 - a. Syllabi repository and need to upload syllabi before August 30, 2013. Please refer to email sent by Linda Amidon on 8/14/13.
 - Syllabi repository is a new requirement. Instructions with picture snapshots on how to upload syllabi were emailed to all faculty by Linda Amidon on 8/14/13.
 - b. Syllabi site link is as follows: <https://syllabi.imperial.edu/>

C. Department and SLO Meetings

- Will hold a HWLSC department meeting once a month. Time and date to be determined and announced at a later time.
- Discussed scheduling early morning meetings upon availability. Unable to schedule meetings during College Hour due to a schedule conflict with the Gallery class. Additionally, the Gallery must be open for events from 12:00-1:00 p.m. and must be present during the events.
- Will try to avoid scheduling on Fridays, unless it is the only available time for most to attend.

a. Faculty “engagement” core issue with Accreditation

b. Each course must use and analyze same SLOs as other faculty teaching the same course.

- Required to schedule two SLO meetings during the semester. Not everyone is required to attend the meeting. Will meet with specific groups.
- What needs to be addressed in SLO meetings is that everyone including part time faculty must use and analyze the same SLO as everyone else teaching the class.
- Laura Mosier stated that in Speech there is an issue with one PT Speech instructor turning in SLO data. Laura requested that Carol address this issue with the instructor.
- Liisa Mendoza stated that since she is the only full time faculty in AMSL, she is the lead in making decisions in regards to SLOs. She wants to make sure she is not coming across as wanting to take charge. Carol assured Liisa that she has her support along with the support of Kathy Berry and Dean McNeece.
- Carol stated that jobs may be in jeopardy should faculty not comply with SLO requirements.

D. Input Class Schedule and Office Hours into Outlook Calendar

- Dean McNeece is requesting faculty to utilize their Outlook Calendar to input their class and office hour schedule in order to be able to view availability when scheduling meetings.

a. Will help set Department and SLO meetings.

E. Absences, Substitutions, Service Tickets and Wet-Time Entry for Leave

- Carol made herself available for the faculty when the time arises to submit the above forms electronically.

a. Will be required in September.

b. Still need to inform Secretary, Dean and Chair and Students through Blackboard if possible.

- When absent, faculty are requested to call in absence to Secretary. HWLSC please contact Toni Gamboa, Ext.: 6378. Ensure speaking with a person to make certain absence is documented.
- Optional - Request posting sign and taking class attendance.
- Inform students through Blackboard of absence.

- Some faculty call, email and request a response to make certain message was received.
- In the evening, faculty have been directed to contact Campus Security.

F. Electronic Grade and Census Submissions

- Grades are now being submitted electronically without back up.
- a. Attendance required until Census
- b. Must keep records for three years
 - Required to keep records for three years in case a student contests a grade.
 - Since students are no longer being allowed to repeat classes more than three times, students are scrutinizing their grades much more critically. Students are under pressure and the chances of them contesting their grade has now escalated.
 - Moving towards the electronic submission of both Census and Drops as well.
 - Destroy records which are older than three years. Request Maintenance to pick up for shredding.
 - Romano Sanchez-Dominguez stated that every semester he informs his students to keep all quizzes and exams for evidence in case there is a question and an error is made. He places grades on Blackboard which becomes a permanent record.
 - Nannette Kelly stated that she is a fanatic and keeps records for five years since she dealt with a student contesting his grade three years later.

G. Lottery Funds

- a. Recommendations for “restricted” instructional supplies (items less than \$500)
 - Over 100,000 dollars campus wide that was not spent.
 - Funds have been placed into one account and in care of Kathy Berry.
 - Helpful to submit detailed requests to Carol or directly to Dean McNeece.
 - Items requested must be less than \$500.
 - There are also funds available to order media. Please submit DVD requests.

H. New Students’ Email Site, see Link on IVC Homepage

- a. To find student email address for a student, go to WebSTAR under “Personal Information.” PIN is same as WebSTAR PIN
- b. Tell your students to check their IVC email or have it forwarded to an email they check often

I. Book Orders to Francisco.menchaca@imperial.edu

Course information, Book information (Title, ISBN & Edition). Indicate if book is required or optional. If you will be teaching the same course (s) and using the same book (s) as in the current semester (Spring 2014), you just need to let him know that you will be teaching the same course (s) and using the same book (s), or not using a book.

- This item is tied to the Spring and Summer 2014 schedule due October 1st.
- Laura stated that there is an issue with the Spring schedule with not offering Speech 120 or 130 as outlined in the Curriculum Pathways. Several Speech majors have expressed concern with not having these classes offered in the Spring in order to graduate. Carol will follow up with this issue.
- Will be communicating with the faculty to set the schedule and would appreciate the faculty submitting their book orders directly to Francisco Menchaca. Carol is willing to submit book orders for faculty who request it.

J. Other Discussion Items

- DE Coordinator – David Zielinski has resigned. The district is looking to replace this position for the fall semester and offering 6 hours of release time. Laura Mosier and Aaron Edwards expressed interest.
- Laura Mosier inquired if there has been any discussion on hiring a full time Speech faculty for Spring 2014. Laura asked Carol to follow up with this issue.

K. Adjournment

- The meeting was adjourned at 2:39 p.m.

Important Dates:

Census Roster	Sept. 3
ADD date	August 31 For full time courses
Drop dates	August 31 Without owing fees
	Sept. 2 Without receiving a “W”
	Oct. 24 Financial Aid Return to Title IV
	Nov. 9 Absolute deadline for all drops
SLOs	Dec. 11
Grades	Dec. 12
Program Review	Nov. 1 estimated start date

Areas of Focus for 2013 – 2014

Accreditation Response

Class Schedules:

Spring and Summer 2014 will begin soon and are due Oct. 1

Fall 2014 through Summer 2015 will begin in Nov. 2013

Associate Degree for Transfer (ADT) using the Transfer Model Curriculum (TMC) template