

**Imperial Valley College  
Humanities Department Meeting  
Thursday, March 13, 2014, 4:40 p.m.  
Building 300, Room 305**

**MINUTES**

**Present:**

Carol Hegarty, Humanities Department Chair

Aaron Edwards

Hope Davis

Nannette Kelly

Van Decker

Julie Yi

**Recording Secretary:** Toni Gamboa

**A. Call to Order**

- The Humanities Department meeting was called to order at 4:33 p.m. by Carol Hegarty, Chair.

**B. Review and Approval of Minutes of October 11, 2013**

- *M/S/C N. Kelly/H. Davis to approve the minutes of October 11, 2013 as presented.*

- Nannette Kelly stated that the issues discussed in the October 11, 2013 meeting have not been resolved. Dr. Kelly still does not have a printer that she has requested for two years. Her laptop is over eight years old and is barely functional.
- Carol Hegarty stated that she generated a Service Desk ticket for a printer for Dr. Kelly and IT has not yet been able to provide her a printer.
- Chair Hegarty also informed Dr. Kelly that she was informed that laptops are not part of the campus IT Computer Refresh. In view of this, a laptop request will be submitted added, along with a printer to the current Program Review.
- Dr. Kelly also stated that the issue with the Christian Club utilizing Room 2131 unsupervised has not yet been resolved. Dean McNeece generated a Service Desk ticket to address this issue and it has been ignored. Dr. Kelly is concerned about the use of the computer, etc.
- Dr. Decker inquired about Summer textbook orders. Same textbooks requested for Spring. Fall 2014 textbook orders are due on or before April 15, 2014.

- Chair Hegarty will be attending the Curriculum Committee on Thursdays.

### **C. Program Review**

1. Humanities
2. Religious Studies and Philosophy
3. Theater Arts

- Chair Hegarty stated that Program Reviews for Music and Art have been completed. Thanked Dr. Decker for completing Program Review for Music.
- Chair Hegarty will be completing and submitting Program Review for Journalism.
- Chair Hegarty thanked Aaron Edwards for his work on Program Review for Humanities, Philosophy, Religious Studies and Theater Arts.
- Aaron Edwards is waiting to obtain Gaylla Finnell's approval in order to teach online Fall 2014.
- According to Chair Hegarty, only a few classes will be evaluated by Gaylla. Dr. Kelly will be contacting Gaylla in order to obtain approval to teach online Spring 2015.
- Copies of Program Review were disseminated and discussed as follows:
  - Data was reviewed and discrepancies addressed regarding increasing the cap from 30 to 35 for Humanities 100 as referenced on page 9. Art History cap was also discussed.
  - Chair Hegarty stated that there is an issue with the fact that Humanities 100 was not included in the Fall or Spring schedules. Due to this, a faculty member (Michael Heumann) has submitted for equivalency in order to teach the class.
    - The State target enrollment is 525 for FTES. Must meet 107% fill rate.
  - Cap for Theater Art 120 course is currently 40. Instructor approached Chair Hegarty concerned as to the cap and the manner in which the class would have to be taught.
  - Discussion continued. Chair Hegarty requested that any further revisions be submitted to her by 1:00 p.m. tomorrow, Friday, March 14, 2014.

### **D. SLOs/PLOs**

- Music 100 – Collaborate on data
- Compile data into one form.

#### **E. Other**

- Dr. Kelly requested reimbursement in purchasing videos and DVDs to replace old and outdated ones. Chair Hegarty approved.
- Dr. Decker has contacted the Piano Man to tune the pianos. Money has been allocated for these repairs in the budget. Tuning will take place March 20 & 21, 2014.

#### **F. Next Meeting: Thursday, April 10, 2014, 4:30 p.m., Room 305**

#### **G. Adjournment**

- The meeting was adjourned at 5:40 p.m.