

Imperial Valley College
Full-Time Faculty Orientation
Humanities & World Languages & Speech Communication Department Meeting
Friday, August 15, 2014
1:30 – 2:45 p.m., Building 2700, Room 2727

MINUTES

Present

Carol Hegarty, Humanities Department Chair
Dr. José Ruiz, Coordinator- World Languages & Speech Communication – Coordinator
Dr. Hope Davis
Laura Mosier
Dr. Nannette Kelly
Sabrina Worsham
Glenn Swiadon
Romano Sanchez-Dominguez
Aaron Edwards
Bruce Page
Liisa Mendoza
Javier Rangel
Dr. Van Decker

Recorder: Toni Gamboa

A. Call to Order

- The Humanities & World Languages & Speech Communication Department meeting was called to order at 1.36 p.m. by Carol Hegarty, Chair.

B. Introductions

- Chair Hegarty and Dr. José Ruiz welcomed everyone.

C. Program Review Information and Due Date

- Important Upcoming Deadlines
 1. Program Review – 9/24
 2. Budget Requests – 9/26
 3. Schedule – 10/3
 4. SLOs Content – 11/6
 5. Faculty Selection 11/21
 6. Grades and SLOs – 12/8
- Carol Hegarty reported on the following:
 - Stated that we are working on a very tight deadline schedule.
 - Program Review is due on September 24, 2014. The good news is that some of the information used last year in the Spring will be reused since there is not much time to complete.
 - New data will be available next week.

- A condensed template is already available. The template no longer requires three goals or charts which will facilitate the process.
- Will be scheduling to meet with individual programs instead of one large meeting for everyone.
- This time around, each area; Humanities, Journalism and Philosophy will submit a separate Program Review.
- Encouraged each of the areas to work closely with one another in order to complete the process on or before the deadline.
- Please work on a rough draft to submit to Dr. Patterson for review prior to the deadline.
- Dr. José Ruiz stated to take into account previous years and move a year forward. There is an area where it asks for new goals, but in essence they are the same goals as last year. Dr. Ruiz will be meeting with areas to explain this better once he becomes more familiar with the process. The process was just explained to the Department Chairs on Monday and there are still many unanswered questions.
- Program Review is actually a three-year cycle. However, due to Accreditation the process must be completed this year and uploaded into SPOL.

D. Teaching Hours, Absences and Substitutes

- Chair Hegarty reminded faculty to please be on time to class and teach the duration of the scheduled class time.
- In regards to absences and substitutes, Dr. Patterson has been instructed by Vice-President for Academic Services – Dr. Akinkuoye to be in charge of booking substitutes. Please call and email Toni Gamboa, Maria Sell or Sara Hernandez your absence.
- Liisa Mendoza stated that there is no substitute with a mastery for her upper division courses. The days she is absent are on her class calendar and assignments are given.
- Dr. Nannette Kelly stated there is no substitute for her unless Carol Hegarty subs.
- Chair Hegarty clarified that Dr. Patterson is okay with not having a substitute as long as he is aware of the absence. Dr. Patterson wants to be the one to contact the subs to avoid instructors covering for each other if he is not aware of it. Please email Dr. Patterson the name (s) of the substitute (s) you prefer.

E. Caps and Wait Lists

- Department Chairs have been instructed to fill an open class spot with the wait list first before taking regular crashers.

F. Class Syllabi – Template Required

- The class syllabi template is required this Fall 2014. Faculty are not required to use the table form but must follow the template.
- The only change from Spring is that there is now a link available.
- Dr. Van Decker inquired if a calendar for the semester must be included with the class syllabi? The response was yes, a calendar must be included with at least tentative dates.
- Laura Mosier stated she always puts a qualifier, stating it is a tentative schedule.

G. Course Outlines from CurricUNET – www.curricunet.com/imperial

- Chair Hegarty inquired if anyone was having difficulty accessing the course outlines from CurricUNET? The faculty has not had problems in obtaining or accessing course outlines from CurricUNET.

H. Rosters – Opening Day Rosters and Census Rosters

- Please submit your open day rosters in order to officially drop the students who did not show up to class on opening day. The College cannot legally charge a student for a class they did not engage in.
- Admissions & Records is tightening up in order to have an accurate count before Census.
- WebSTAR now provides an online drop option prior to Census.

I. Textbook Orders and Desk Copy Requests from Publisher

- Please submit your textbook orders on a timely manner for Winter and Spring on or before the provided deadlines.
- Request desk copies from the publisher.
- The Division is no longer paying for textbooks charged by faculty for class from the bookstore.

J. Copy/Print Requests

- Reprographics is available for your printing needs. You may submit a request online as well.

K. Instructional and Office Supply Requests

- Please submit any instructional and office supply requests to Toni Gamboa. An inventory of items is being kept.

L. Classroom Observations and Evaluations

- Faculty who are scheduled to have classroom observations and evaluations conducted will be notified by the Vice-President for Academic Services Office. Class observations will be conducted by Dr. Patterson.

M. Student Learning Outcomes and Evaluations

- Trainings will be scheduled with the new SLO Coordinator, Jill Nelipovich since Humanities will be doing SLO assessments in the Spring.
- Jill Nelipovich will be meeting with those in charge of each class to teach you how to input assessments into SPOL.
- Please gather the appropriate Fall 2014 data prior to meeting with her, because if you use the data from Spring 2014, the information will have to be entered once again in the Spring.
- Please generate SLOs prior to meeting with Jill.

N. Other

- Laura Mosier is requesting once again, as she has requested this several times before, that more than one reminder be sent to the faculty regarding important issues. Since the faculty

- have so much on their plate and are required to take care of numerous tasks, Laura would like to receive several reminders leading to the deadline date. With Accreditation, SLOs, assessing SLOs, teaching schedule, training schedules, roster changes, the submission of contractual items and processes changing, it is difficult to keep up with deadlines without timely reminders of approaching deadlines. Reminders should be sent out a month in advance, 2 weeks prior and 24 hours before. Information should be sent out accordingly in order to maintain professionalism and promote success.
- Carol Hegarty stated that she will make every effort to send out timely reminders.
 - Hope Davis stated that Dr. Akinkuoye announced during his presentation at Orientation, that Accreditation meetings and Departmental meetings would be scheduled during College Campus Hour. Dr. Davis inquired if it will be permissible to schedule office hours during the College Campus Hour?
 - Sabrina Worsham expressed her concern regarding the use of College Campus Hour for purposes other than for students. The club she advises meets on Tuesdays and it creates a schedule conflict for her.
 - Dr. José Ruiz stated that College Campus Hour has been modified to Tuesdays and Thursdays from 12:00-1:15 p.m. Tuesdays will be utilized to schedule department meetings and trainings, and Thursdays will be utilized to schedule Accreditation and SPOL meetings.
 - Laura Mosier stated that there are major policy changes that are not being articulated to the faculty. There is no written communication from the Administration regarding important issues. For example, in regards to Program Pathways, several Speech classes were cancelled early Fall, 3 weeks prior to the beginning of classes, without prior notification. Students who were promised these classes which are only offered once every two years, in spite of low enrollment in order to fulfill graduation requirements, will have to wait to take them another semester when they are offered. According to Dr. Patterson, this is not state mandated, but determined by the Vice-President of Instruction. New VP, new set of rules. However, according to Norma Nuñez, there is an articulation agreement with the State regarding Program Pathways.
 - Carol Hegarty expressed that there is a need to revisit this issue.
 - Sabrina Worsham also expressed concern about not being informed regarding the cancellation of one of her classes. She felt uninformed and out of the loop as a full-time faculty. Another part-time faculty's class was also cancelled without notification. Sabrina is requesting an email or phone call to inform her of future class cancellations. If she had been notified prior to the cancellation, she would have taken a proactive role in advocating for the low enrollment class. Additionally, she met with Dr. Patterson and suggested a late start class, which had not been considered.
 - Dr. Van Decker inquired as to what the rationale behind cancelling classes so early? Carol Hegarty responded and informed the faculty present that with new leadership come new ideas and ways of handling situations. She stated that Department Chairs were not given the opportunity to discuss the cancellation of classes in Art, Music or Speech this semester.
 - Liisa Mendoza suggests providing Dean and VP contact information to the students enduring this situation to send out an email to have their concerns be heard. She also recommends sending an email to the Dean and VP to inquire as to the decision making process utilized so the faculty are informed as to what to expect in the future.
 - Dr. Nannette Kelly expressed concern regarding Distance Education (DE) classes. She has been working in developing her online class for an entire year and is tired of hearing that online classes are just being developed to benefit teachers. There are students who are unable to travel to attend classes on campus.

- Laura Mosier suggested inviting Gaylla Finnell to a department meeting to inquire as to what the philosophy of approval is for DE classes.

O. Next Meeting: TBA

- Carol Hegarty had Melody Chronister check the availability of the Humanities faculty and the only time available is from 3:45 to 4:15 on Thursdays or Fridays.
 - Dr. Kelly inquired if it was feasible to meet during College Campus Hour? Carol can only meet from 11:40 – 12:20 p.m. because the Gallery class meets at 12:30 p.m.

P. Adjournment

- The meeting was adjourned at 2:36 p.m.