

**Imperial Valley College
Humanities Department Full-Time Faculty Orientation
Friday, August 14, 2015
1:30 p.m. – 2:45 p.m.
2700 Building, Room 2723**

MINUTES

Present:

Carol Hegarty, Humanities Department Chair
Dr. Nannette Kelly
Aaron Edwards
Daren Burns
Dr. Hope Davis

Recording Secretary: Toni Gamboa

A. Call To Order

- The Humanities Department Full-Time Orientation meeting was called to order at 1:35 p.m. by Carol Hegarty, Humanities Department Chair.

B. Introductions

- Chair Carol Hegarty requested the faculty to introduce themselves especially to welcome newly hired full-time temp Music Instructor - Daren Burns.

C. Syllabus (Template required upload to Syllabi Site, SLOs and Course Objectives from Course Outline of Record, Course Outlines from CurricUNET – www.curricunet.com/imperial)

- Syllabus template is required. The required template was approved by the Academic Senate in October 2014.
 - Chair Hegarty has the template and will forward the template to the Humanities faculty. The syllabus is considered a legal document that is being streamlined since so much variance exists.
 - Chair Hegarty has been asked to review the Humanities Department syllabi to make certain they meet the required information.
- SLOs are included in the course syllabus.
 - Consistency in stating the same SLO and measurement of assessment when teaching the same course is important.

- Course Outline of Record may be found in CurricUNET. No login is required to view, only required when you are going to make changes.
- All Course Outlines in CurricUNET have been approved by the Curriculum Committee and are reviewed and approved at the State level.
- Chair Hegarty reviewed Music 100 as an example. There are several sessions of Music 100 taught, which should have the same Course Outline, SLOs and Course Objectives noted on each instructor's syllabus to be on the same page. This ensures students are receiving the same information.
- Regarding textbooks noted on the Course of Record, the goal is to use a textbook that is less than five years old, but it is not always possible. Some of the theory books do not change, the same edition is used yearly.

D. Opening & Census Rosters (Look for email from Gloria Hoisington, deadline to review online is Sunday, August 30th)

- Drop no shows up to Census.
- Don't submit rosters too early. Preferably submit on Friday, August 28th.
- Crucial to submit on a timely manner. Census is tied to State apportionment.

E. Caps and Wait Lists

- Caps - Faculty are obligated to take crashers the first day of class in order to meet the class cap. Faculty are not obligated to take more students beyond the class cap only if there is room. It is your choice to do so. However, every student must have a seat.
- Wait Lists – Please add students according to the order they appear on the wait list. A student has 24 hours to add the course.
- Additional crashers may be added. If space is limited, a fair way of choosing is using a lottery. There is an online random.com that selects a number for you.

F. Drop Policy

- Chair Hegarty stated that the Drop Policy located in the catalog is worded strangely. The policy states that you may drop students if they miss consecutive days equal to the number of hours the class meets a week.
- Chair Hegarty will contact Gloria Hoisington for clarification.

G. Campus Hour

- The new Campus Hour for 2015 – 2016 is scheduled for Monday through Thursday, 12:50 -1:50 p.m.

- Department meetings are to be scheduled during Campus Hour. There is a tentative calendar available. Chair Hegarty will try to obtain a digital copy to forward electronically to the faculty.
 - Two meetings should be scheduled. One to discuss department issues, the second to discuss SLOs or PLOs, etc.
 - Minutes should reflect discussion or dialogue regarding educational issues.
 - The Humanities Department meetings will be held the second and third Monday of each month in Room 305.

H. Student Learning Outcomes & SPOL

- Chair Hegarty informed the Humanities faculty that an attempt was made to upload the Humanities SLOs assessments into SPOL last Spring and it turned out to be a disaster.
- Uploading SLOs will be a project the Humanities Department will be working on.

I. Office Hours

- An Office Hour grid will be sent out to all full-time faculty. Please submit four hours in at least 30 minute increments.
 - Discussion followed regarding holding office hours during Campus Hour. Department Chairs were informed that office hours were not permissible during Campus Hour.
 - Aaron Edwards stated that he had heard office hours could be held during Campus Hour.
 - Chair Hegarty will seek clarification from Dean David Zelinski.

J. Mid-Term Report: Final Program Reviews Due Sept. 30th

a. August 17th – Program Review Template Training

b. August 24th – Program Review into SPOL Training

- Two training sessions have been scheduled for Monday, August 17, 2015 and Monday, August 24, 2015.
- Program Review must be completed by September 30, 2015.
- Future information will now be submitted as the present information.
- Keep it as simple as possible.
- Data to be provided by Jose Carrillo.
- All Department Chairs and lead faculty will be generating and submitting Program Review for their discipline.

K. Instructional and Office Supply Requests

- Dean Hegarty will review the budget and see how much money is available for both accounts.
- Please submit your office supply requests for any items you may need.
- Dr. Hope Davis requested a box of copy paper for Room 305.

L. Faculty Observations and Evaluations

- The office of the Vice-President of Academic Services will be sending out notifications to inform faculty who will be observed and evaluated Fall 2015.
- Part-Time Temp – Instructors are scheduled to be evaluated their first semester of employment.

M. Reprographics and Mailboxes (Room 904), Copy/Print Requests

- Chair Hegarty reminded the faculty that the mailboxes have been moved to Room 904.
- Send online copy requests to Reprographics.

N. Other

- Aaron Edwards inquired if the Humanities Department meetings could be scheduled on Thursday instead of Mondays? Unfortunately, due to other meeting schedules, Mondays have been designated for department meetings.
- Please collect your pay check stubs from Toni Gamboa in the ALLS Division Office.
- Aaron Edwards also shared an email exchange that took place this summer with Michael Heumann regarding scheduling office hours during Campus Hour. Dr. Heumann stated that there is nothing currently preventing faculty on holding office hours during Campus Hour. Aaron will inquire about this at the CTA Union meeting this afternoon.

O. Next Meeting: TBA

- The next meeting of the Humanities Department will be held on Monday, September 14, 2015 during Campus Hour from 12:50 p.m. – 1:50 p.m. in Room 305.

P. Adjournment

- The Humanities Department meeting adjourned at 2:20 p.m.