

**Imperial Valley College  
Humanities Department Meeting  
Monday, September 14, 2015  
Campus Hour: 12:50-1:50 p.m.  
Room 305**

**MINUTES**

**Present**

Carol Hegarty, Humanities Department Chair  
Dr. Hope Davis  
Daren Burns  
Julie Yi  
Dr. Nannette Kelly  
Jorge Estrada  
Ric Colunga  
Aaron Edwards

Recording Secretary: Toni Gamboa

**A. Call to Order**

- The Humanities Department meeting was called to order at 12:55 p.m. by Carol Hegarty, Humanities Department Chair.

**B. Review and Approval of Minutes dated August 14, 2015**

- M/S/C Daren Burns/Hope Davis to approve the minutes of August 14, 2015 as presented.

**C. Program Review Progress**

- Program Reviews must be submitted prior to September 30, 2015. It is a very tight timeline since an Accreditation Midterm Report is due.
- Chair Hegarty informed the Humanities faculty, that she spent approximately 3 hours working on the Art Program Review just on the text alone. Chair Hegarty did the following:
  - Printed all data.
  - Printed the template, which serves as the prompter. The template has been streamlined.
  - Typed text straight into SPOL instead of to a word document, which saved time.
- Chair Hegarty will ask Dean Zielinski whether he is requiring charts to be included.
- Chair Hegarty will meet with Dr. Nannette Kelly to review the Art Program Review and make any revisions required.
- Make sure SPOL allows you to login and accepts you editing. SPOL does not have an auto save, you must remember to continue to save the information you input.

- Aaron Edwards stated he will be meeting with Jose Carrillo to upload the information off a flash drive into SPOL. The process should take about half an hour.
- At least one goal should be included. A goal you are willing to track.
- Chair Hegarty will be sending out an inquiry to the Humanities program group regarding the Humanities 100 goal which should be included. She will also include Javier Rangel who teaches Humanities 262 – Chicano/Chicana Studies.
- Once Program Review is submitted every 3 years as it should be, trends will be more apparent.
- Daren Burns inquired about SPOL (Strategic Planning Online). He was directed to the webpage to the online link. Chair Hegarty provided a some history stating we are the only College in California using SPOL.

#### **D. Substitution Certification**

- Chair Hegarty reminded the Humanities faculty present to submit online sub requests on a timely manner, within the month subbing.
- You must also enter your absence electronically in order for it to be recorded by HR during the month you are absent.
- Part-Time Instructor – Jorge Estrada stated he had submitted all dates and total hours he recently subbed for Linda Freitas on one ticket. He will contact Martha Sanchez to inquire if he submitted the information correctly.

#### **E. Other**

- Aaron Edwards shared that the Philosophy Club is fundraising to attend the Skeptics Conference to be held in Springfield, Missouri on November 13-15, 2015. The club has been having tostada sales, and crowd funding online to raise funds to attend the conference. Over \$2,000.00 dollars has been raised thus far, which will allow 8 students to attend the conference and only pay \$100.00 out of pocket expenses.
- Dr. Hope Davis will be presenting at the Curriculum meeting on Thursday. Her presentation will be on dropping the cap on Music performance classes including choir and the ensemble classes. Every semester for years, these classes are placed on the jeopardy list and cancelled due to low enrollment. The cap is presently set at 30 for most classes which is too high.
- The Fall 2016 schedule is due September 30, 2015. The schedule is to be submitted without faculty selection; however, Humanities because it is specialized does submit with faculty names to have an idea who will be teaching. The Fall 2015 schedule will be repeated which will facilitate the process.
- Dr. Kelly would like to include an online class in the future to the schedule.
- Music 102 class taught by Ric Colunga will need to be offered in the day time in order to meet enrollment.
- Aaron Edwards' class schedule will need to be adjusted. He would like to teach a PHIL 102 class.
- Chair Hegarty would like to have a website set up to include the various music groups similar to the website for the Art Gallery. The site could include performance dates and have an informational link for each of the music groups. Omar Ramos could be asked to set up the site and she is willing to update the website once it is launched. Requesting navigation ideas and photos from the music faculty for the set up.

- Chair Hegarty also thinks it would be a good idea to have the Music webpage close to the Art Gallery webpage if possible.
- The Humanities Department will be meeting on Monday, September 21, 2015 to work in groups on Program Review. Chair Hegarty will record minutes of the meeting.

**F. Next Meeting:** Monday, October 12, 2015

**G. Adjournment**

- The Humanities Department meeting adjourned at 1:45 p.m.