

**Imperial Valley College**  
**Humanities Department Full-Time Faculty Orientation Meeting**  
**Friday, August 12, 2016**  
**2:10 p.m. – 2:55 p.m.**  
**2700 Building, Room 2723**

**MINUTES**

**Present**

Carol Hegarty, Humanities Department Chair  
Dr. Brandilyn Davidson  
Dr. Hope Davis  
Dr. Nannette Kelly  
Aaron Edwards

Recording Secretary: Toni Gamboa

A. Call to Order

- The Humanities Department meeting was called to order at 2:14 p.m. by Carol Hegarty, Humanities Department Chair.

B. Introductions

- Chair Hegarty initiated introductions of the Humanities faculty to welcome newly hired Music instructor - Dr. Brandilyn Davidson.

C. Syllabus Due Date AND Templates

- Chair Hegarty stated that students are already calling looking for the syllabi on the Syllabi Site. Please upload your syllabi to the site as soon as possible.
- Chair Hegarty will assist Dr. Davidson in uploading her syllabi after the meeting.
- Reminded faculty to please use the template on all syllabi.

D. Opening-Day Rosters AND Census Rosters

- Opening-day rosters are now required to be submitted via WebSTAR.
  - Even if faculty do not have any no shows, click the accept button in order to register that you viewed each class roster.
  - Since FTES are at a low this Fall, Administration is utilizing the opening-day rosters to assess enrollment.
- Census is Monday, August 29, 2016. Census rosters are due on or before August 29<sup>th</sup> through WebSTAR as well.
  - Emails will be sent out by the Registrar in the next week with detailed instructions on how and when to submit census rosters.
  - Legally, the College is not allowed to charge a student for a class he/she is not attending. The student may have registered for the class; however, if the student does not show up to class he/she must be dropped.
  - The College cannot claim apportionment for a student who does not show up to class.
  - Census is state mandated and is the official enrollment count.

#### E. Drop and Grade Submittal Policies

- Drop Policy - Chair Hegarty obtained clarification from Dean Zielinski regarding the drop policy. Faculty may drop a student if the student, misses the number of contact hours the class is scheduled to meet per week.
  - Consecutive misses are grounds for dropping a student. Drop no shows if you have not heard from them.
  - Faculty must receive a call or email from the student stating the reason why they are not attending the first week of class and requesting not to be dropped.
  - It becomes a judgement call, if the student has a justifiable excuse.
  - Student (s) who do not attend the first day of class, but show up the second day of class, must obtain an add code in order to get into the class once again. It gets complicated when faculty accept students on the waitlist and crashers in lieu of the no shows and reach their classroom capacity.
  - Using a lottery is fair practice.
- Grade Submittal Policy – Grades are submitted online on WebSTAR. Faculty are requested to submit their grades prior to the deadline the week after classes end.

#### F. Faculty Absences – Using Service Desk and WebSTAR

- Chair Hegarty disseminated copies of the steps to report an absence. The form lists the Arts, Letters & Learning Services Division (ALLS) contact information for easy reference.
- Requested faculty to report absences on the online Leave Report on a timely manner.
- Informed faculty to report absences, but to wait to submit until the end of the month.

#### G. Faculty Mailboxes

- Faculty mailboxes are located in Room 904.
- Chair Hegarty encouraged the Humanities Department faculty to pick up their mail regularly.

#### H. Reprographic Offices – What it does for you, and how it saves the college money

- Reprographics is located in Room 904.
- Faculty are encouraged to utilize Reprographics for printing needs.

#### I. Canvas vs. Blackboard

- The campus will be utilizing Blackboard one more year. Next year the campus will be transitioning to Canvas.
- Both websites are located on the IVC main webpage under: For Students
- Canvas trainings will be scheduled throughout the year.

#### J. Student Learning Outcomes (SLO's) & SPOL

- The Student Learning Outcomes Coordinator position is vacant.
  - SLOs are in disarray.
  - There is no main plan or plan B for generating assessments on paper.
  - SLOs are on the Course Outline of Record. There are usually two or three SLOs listed for each course.
  - Traditionally, the Humanities Department does the collection of assessment data for SLOs in the Spring.
  - Last Spring there was no direction from the Administration.

- SPOL – Strategic Planning Online is a new system the College purchased two years ago.
  - The idea was to enter the assessments into SPOL and have them linked to the courses, organizing the data accordingly. However, the courses were not entered into SPOL properly. Thus, none of the Departments on campus are able to use SPOL.
  - Assessment data should continue to be recorded on paper, collected and kept in a binder for future use.

K. Starfish

- It is a program utilized to alert Counselors to students who are having problems in class.
- Emails will be sent out to faculty encouraging them to use Starfish.
- Starfish is available both on Blackboard and Canvas.

L. Other

- Dr. Kelly inquired as to when the Winter Intersession schedule of classes is due. She would like to modify her schedule before it is submitted.
- Chair Hegarty asked faculty to update or provide contact information to Toni Gamboa to have on file.

M. Next Meeting: Monday, September 12, 2016

- Humanities Department meetings are scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> Monday of the month during Campus Hour, 12:50-1:50 p.m. in Room 305.

N. Adjournment – The meeting was adjourned at 2:57 p.m.