

**Imperial Valley College
Humanities Department Meeting
Monday, September 12, 2016
Campus Hour 12:50-1:50 p.m.
Room 305**

MINUTES

Present:

Carol Hegarty, Humanities Department Chair
Brandilyn Davidson
Dr. Hope Davis
Julie Yi
Ric Colunga
Aaron Edwards
Dr. Nannette Kelly
Jorge Estrada
Joel Jacklich

Recording Secretary: Toni Gamboa

A. Call to Order

- The Humanities Department meeting was called to order at 12:56 p.m. by Carol Hegarty, Humanities Department Chair.

B. Approval of Minutes Dated August 12, 2016

- M/S/C A. Edwards/B. Davidson to approve the minutes with one correction. Remove Dr. from Brandilyn Davidson's name. Motion carried.

C. Program Review Update Deadline

- Chair Hegarty disseminated copies of the Program Review timeline to the faculty present.
- The timeline indicates a December 1st deadline for Program Review Updates identified as "B" and "C" for the Humanities Department.
- Last Spring, Dean Zielinski approached Chair Hegarty inquiring as to what would work best for the Humanities Department in terms of Program Review. The options were to work each Program Review separately on a yearly basis or to complete them altogether. Chair Hegarty selected the later to complete them altogether.
- Humanities will have a reprieve in the submission of Program Review to every three years. However, the goals in SPOL will need to be updated this year in preparation for the three year cycle.
- Chair Hegarty volunteered to update SPOL for Art and Humanities. Will work with Hope Davis in updating SPOL for Music.

- The timeline also shows the class schedule deadline for 2017-2018. A meeting will be held on Wednesday, September 14, 2016 with Dr. Akinkuoye to discuss the schedule and enrollment management. Discussion will include the classes in Humanities that did not fill. Schedule is due by October 15, 2016.
- Dr. Kelly inquired if the discussion would include Winter and Summer Sessions 2017? Chair Hegarty will bring up these issues at the upcoming meeting. Would also like to get a copy of the schedule development to have an idea of the classes being offered, instead of it being such a secret. Will also bring up the fact that not all Counselors are privy to the idea that not all courses are sequential.
- The timeline was also provided so that the Humanities Department faculty are aware of the flow of the budget as well.

D. Budget

- Chair Hegarty disseminated a copy of the Humanities Department budget for 2016-2017 for review.
 - Non-Instructional Professional Expert - \$1,400.00 - Account – 11001-223-1490-1000 is to pay for Piano Accompaniment Services.
 - Art Fees – \$165.00 – Account - 11001-223-4326-1000. Accrual of a \$15.00 fee deposited from each student enrolled in Studio Art classes to purchase art supplies.
 - Media Materials - \$1,000.00 – Account – 11001-223-4340-1000.
 - Office Supplies - \$2,800.00 - Account - 11001-223-4460-1000.
 - Hospitality – \$2,500.00 – Account - 11001-223-4480-1000 is to pay for refreshments purchased for the Art Gallery receptions.
 - Equipment Repairs - \$2,000.00 – Account – 11001-223-5640-1000 funds used for miscellaneous repairs and for piano tuning. There was discussion last year regarding tuning the pianos twice a year.
 - Joel Jacklich recommends having the pianos tuned at the beginning of each semester, preferably in October.
 - Postage - \$50.00 – Account – 11001-223-5860-1000 is available. Postage funds may be used to mail out requested letters of recommendation.
 - Please write Humanities Department on the envelope so the correct department is charged.
 - You may obtain stationary from the ALLS Division Office.
 - Chair Hegarty also has the stationary on a word document that she may email to interested faculty.
 - Copying and printing as a line item account has been taken off department budgets this year. IT has defaulted the copiers to one account for the ALLS Division.
 - Travel Conference funds have been deleted from department budgets. Only the Division office has staff conference travel funds available on a first come first serve basis. A maximum reimbursement of \$400.00 per faculty.

- Instructional Supplies and Material - \$1,800.00 – Account – 11502-223-4320-1000 funds for specific needs for the Humanities Department.
- Unfortunately, there is no longer an Amazon credit card available for purchases.

E. Part-Time Hiring Process

- Chair Hegarty inquired if the faculty would like to continue pursuing the Outline for Hiring Part-Time Humanities Department Faculty. The faculty were in agreement to pursue the hiring process.
- The outline must be submitted to the Academic Senate to be placed on the agenda for this year and routed through shared governance.
- Chair Hegarty informed the faculty that tomorrow the Department Chairs will be meeting with Mary Jo Wainwright to discuss the new CTA contract. She will bring up the fact that the College needs a Humanities Department part-time hiring procedure. With this procedure in place, qualified faculty will be hired within their specialization or area of expertise.
- Heading changed to Humanities Department instead of Division of Arts, Letters & Learning Services.

F. SLOs and New Coordinators

- The two new SLO Coordinators are Jill Kitzmiller and Kevin Howell.
- Chair Hegarty will be contacting the new co-coordinators to schedule them to attend a Humanities meeting.
- There is also a new DE Coordinator – Xochitl Tirado. There are several courses that have DE addendums that Xochitl would like to address. Dr. Kelly will go ahead and put her name on the courses in question except for Music 102.
- Still uncertain as to whether any of the Music faculty will teach Music 102 online.
- There have been changes to the deadline for the completion of courses to teach online. All classes must be completed by July 2017. There will be a new system change to a 12 week class.

G. Other

- None

H. Next Meeting: Monday, October 10, 2016 – Meeting was rescheduled to Monday, November 14, 2016 due to lack of agenda items.

I. Adjournment

- The meeting adjourned at 1:35 p.m.