

**Imperial Valley College
Humanities Department Meeting
Monday, October 16, 2017
College Hour 12:50 p.m. – 1:50 p.m.
Room 305**

MINUTES

Present

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

Recording Secretary – Toni Gamboa

A. Call to Order

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

B. Approval of Minutes – Dated September 18, 2017

- The Humanities Department minutes dated September 18, 2017 were approved as presented.

C. Welcome – Olga Artech, Humanities Department Liaison for Counseling

- Liaison - Olga Artech was unable to attend the Humanities Department meeting.

D. SLOs

- Kevin Howell contacted Chair Hegarty that faculty must enter SLOs and data that should have been entered in Spring 2017.
 - A video is now available on the web to upload the SLOs accordingly. Chair Hegarty shared the link.
 - Brandilyn Davidson inquired as to what data to input or provide Lead - Dr. Davis for Music 100 since she did not use the same assessment. Chair Hegarty instructed Instructor Davidson to provide the data with the

assessment she used and collected. In the future, faculty teaching a section of the same course must use the same assessment.

- Dr. Davis recommends meeting to determine what assessment faculty uses in order to find common ground.

1. What changes did we make with the information from the data?

2. What additions were made to Program Review because of the information?

- Chair Hegarty was informed that what the Accreditation Team is looking for during their visit are responses to questions 1 and 2: What changes were made with the information from the data and what additions were made to Program Review because of this information collected.
- Essentially, these two areas will be assessed. In preparation for this, Chair Hegarty stated that adjustments will need to be made to how material is covered in class. Adjusting teaching approach of materials.
- Dr. Nannette Kelly provided the following example for Art 100: Because of the assessment, we have started focusing more on how one considers interpreting the meaning of paintings.

E. Program Review

1. Reminder – Deadline December 1, 2017 SPOL will be locked

- Updates for the Humanities Department are due on December 1, 2017.
- Enhancements for equipment or conference travel are due on December 1, 2017.
- Full Program Review for the Humanities Department is due next year 2018-2019.

2. Directions Link: <http://accreditation.imperial.edu/docs/2018/>

F. SLOs into SPOL

1. Enter data that was supposed to be entered last Spring.

- SLOs will no longer be uploaded into SPOL.
- Dr. Kelly inquired as to what year data is required this semester?
 - Chair Hegarty will contact Kevin Howell to find out what year and/or if multiple years of data need to be uploaded.
 - To date, no deadline for imputing SLOs has been provided.
 - Dr. Kelly in collaboration with Kevin Howell inputted SLOs for Art 100 and Art 102, for 2015 last year. She was one of two faculty members that completed this task.

2. View new video by Kevin Howell: <http://youtu.be/rKSypvYBvX4>

G. AP Exams

- Chair Hegarty received an email from Kristen Gomez – Articulation Officer regarding AP exams. Ms. Gomez asked that the assessments listed on the AP Chart provided be reviewed.
 - Links to exam and course description are provided in the email.
 - Template to meet and approve, to accept or not accept has also been provided.
 - Chair Hegarty would like to address AP exams prior to the next scheduled Humanities Department meeting or at the next meeting.
 - Chair Hegarty stated that she has never worked at a school that accepted Art credit from high school credit due to the difference in instruction.
 - AP exams may be available for Music – Practice Theory class.
 - Instructor Davidson inquired as to what the IV Course Award entailed. Chair Hegarty explained that students take accelerated classes in high school and bring their work here to the college and receive college credit for it.
 - Philosophy is not included in the chart and be considered.
 - Spanish was included in the chart but it is not within the department.
 - Dr. Davis inquired if Credit by Examination was the same as an AP exam. Chair Hegarty responded that it was not the same because it does not necessarily come from an accelerated program in high school.

H. Class Revision List

1. Deadline – December 1, 2017

- Chair Hegarty will be updating two Drawing classes.
- Classes do not sit in CurricUNET without being reviewed regularly. Once the class is about 4-years old, the class is placed on this list for review and approval. Even if you review the class and do not make any changes, the class is approved.
- Please send Dixie Krimm acknowledgment of the date reviewed and approved and she will update the date on the classes.
- Chair Hegarty contacted Dixie Krimm regarding Joel Jacklich's concern of the books for the Music performance classes. According to Dixie, the course outline of record must match up with the state model. If it is a transferrable course, if it goes to a UC and there is a textbook on the state model the CID course it is matching to, then it has to include a book. If there is no book on the CID, then no book is required.
- Non-transferrable classes do not require a book.
- Chair Hegarty will send Dr. Davis the link to search CID course information.

I. Book Orders Winter and Spring 2018

1. Due to Toni Gamboa by Tuesday, October 31, 2017

- Winter 2018 Book Orders – Only an email is required.

2. Please use new form for Spring 2018

- New Textbook Order Form required for Spring 2018. Complete, save as and submit form electronically.

J. Cap Differences

1. Face-to-Face Classes

2. Online Classes

- The topic of the Curriculum Committee will be discussing cap differences on face-to-face versus the online version.
- Justification for why the online classes are smaller.
- Dr. Kelly stated that there are several reasons why the online classes are smaller as follows:
 - Huge amount of grading every single week.
 - Weekly discussion, written assignment and quiz. The quiz grades automatically, but nothing else does. Discussion and written assignment are graded by hand. It is constant grading.
 - Online class cap is 30.
 - Instructor Davidson inquired about how to go about registering for the training to teach online classes. Informed to contact Xochitl Tirado – DE Coordinator. The training has been streamlined to a one 12-week course through @One. Interested in teaching an online Music class.

K. Other

- Instructor Davidson inquired as to the status of the field trip travel request submitted for Las Vegas.
 - Chair Hegarty stated that she had spoken to Dr. Akinkuoye who expressed concern about the distance and the safety of the students given the recent incident in Las Vegas.

L. Next Meeting: Monday, November 27, 2017 (Due to Thanksgiving Holiday)

M. Adjournment

- The meeting adjourned at 12:32 p.m.