

**Imperial Valley College
Humanities Department Meeting
Monday, November 27, 2017
College Hour 12:50 p.m. – 1:50 p.m.
Room 305**

MINUTES

Present

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

Recording Secretary – Toni Gamboa

A. Call to Order

- The Humanities Department meeting was called to order at 12:59 p.m. by Carol Hegarty, Chair

B. Approval of Minutes – Dated October 19, 2017

- The minutes of October 19, 2017 were approved as presented.

C. Welcome Olga Artechti – Humanities Department Liaison for Counseling

- Liaison - Olga Artechti did not attend the meeting.

D. SLOs Data, Entering into SLO Site in Canvas

1. SLOS into Canvas – Enter data that was supposed to be entered last Spring.
See new video by Kevin Howell: <https://youtu.be/rKSypyYBvX4>
 - Chair Hegarty read the email response sent by Kevin Howell informing the Humanities Department faculty to go back only 2 years. Please enter data for last Spring 2016 and this Spring 2017. This is the amount of data needed to complete the PLO assessments.
 - If there is a course that was assessed in 2015-2016 and has not be assessed since, then the data for this course must be imputed. SLO Chair Howell will be reviewing which departments have completed PLOs.

- Chair Hegarty confirmed that PLOs were completed on paper years ago. If Mr. Howell is unable to locate the paper copy, she should have a back-up copy saved on her computer.
- According to SLO Chair Howell, in order to assess PLOs, it is important to review the classes that lead to the PLOs to see if there are any classes that could be improved upon. It is up to the department to do what is right.
- SLO Chair Howell is available to meet one on one to go over the plan.
- New simplified form will be available through Canvas. SPOL will no longer have to be accessed to enter data.
- Aaron Edwards stated he has already entered the Spring 2017 data for Philosophy. Stated that the form is super easy. It is essentially the same form utilized for entering test proctoring for DSP&S students. Mock samples are provided to facilitate the process.
 - The only difference is that now an SLO for each individual course and/or CRN must be entered.
 - What is beneficial in entering data for each CRN is that you are able to access the difference between day and night courses.
- PLOs are being reviewed to make certain they have been assessed prior to the Accreditation visit.
- Aaron Edwards inquired if SLO Chair Howell will devise a form for the PLOs? Chair Hegarty will ask. Guessing it will be created and utilized in the Fall.

E. AP Exams

- Chair Hegarty stated that a decision was made regarding providing AP exams for the following:
 - Art – No
 - Philosophy – None
 - Music – Unsure at this time. Dr. Hope Davis will be accessing and providing Chair Hegarty a decision soon.

F. Class Revision List – Deadline December 1, 2017

- Chair Hegarty informed the Humanities faculty that she is still in the process of updating the Class Revision List.
- Will be meeting with the instructors teaching Drawing classes regarding increasing the class cap to 20 from 18.

G. Other

- Program Review Enhancements completed for Art, Humanities, Music and Philosophy.
- Julie Yi inquired about her scheduled Music classes for Winter at the prison. Classes are not showing on WebSTAR or Canvas. Training has been scheduled for December 16 and 18, 2017.

- Dr. Davis' scheduled Winter classes are not showing on Canvas.

H. Next Meeting: Monday, February 26, 2018 (February 19, 2018 is a campus holiday, President's Day)

I. Adjournment

- The meeting adjourned at 12:14 p.m.