



Behavioral & Social Sciences Department

**BSS Department Meeting
Friday, August 15, 2014
1:30 – 2:45 p.m., Room 2733**

Minutes

<input checked="" type="checkbox"/> Aguirre, Tina (Dean)	<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Rasmussen, Dahna	<input checked="" type="checkbox"/> Thelen, Austen
<input type="checkbox"/> Duva, Mark	<input type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Jacobson, Eric	<input type="checkbox"/> Soto, Veronica (Liaison)	<input checked="" type="checkbox"/> Wright, Brad

I. Call To Order/Welcome/Approval of Minutes – 3/27/14 (K. White)

The meeting was called to order at 1:41 p.m.

The minutes of March 27, 2014 were approved as corrected (M/S/C – L. Solomon/M.J. Wainwright).

II. Division Keeping & Discussion (K. White)

- **Welcome New Faculty** – Chair White made mention of the new part-time faculty and welcomed new full-time hires in attendance. Members of the department that were present gave a brief introduction of themselves.
- **Syllabi – official template requirements, syllabi site, and CORS** – Chair White announced the implementation of the new syllabi template. He stated that everyone should have the required language in all areas stipulated. The Course Outline of Record should be used as a guideline when filling in the contents to their syllabi. Instructors should upload their syllabi onto the syllabi site located on the IVC website.
- **SLOs (Student Learning Outcomes)** – There is a big push across campus for SLOs to be charted or tracked. Over the summer, it was decided at Instructional Council that campus hour will be held on Tuesdays for department meetings. Thursdays would be used for smaller meetings such as, committee meetings and SLO meetings. Discussion has been made regarding the move of campus hour to a later time in the day. SLOs should be tied to PLOs and ILOs.

- **Adds/Drops, Waiting List, and Online Drops** – The District is encouraging instructors to use the waitlist when adding students to their classes. The general rule is that instructors should take as many students as the cap will allow and after that, it is at the discretion of the instructor to accept over cap, as long as they don't take beyond the amount of desks in the classroom or it is not more than 25%. Pre-approval is needed if instructors wish to take over 25% fill in their classes. Chair White also stated that instructors will have the ability to drop their students online soon.
- **Instructional Supplies** – Acknowledgement was given to E. Camillo for the supplies which she distributed to the department for the start of the semester. The college is in a financial crisis. They are looking for ways to balance the budget and Instructional Supplies may be minimized in order to assist with this endeavor. Chair White stated that he would keep the Department informed.
- **Book Orders** - Textbooks being used should reflect those on the Course Outline of Record. If they are not, instructors should let Chair White know and he would present new texts to the Curriculum and Instruction Committee for approval. L. Solomon shared that the Bookstore and I.T. are working together to provide a training on the book order process. She stated that the ISBN for a textbook would be linked to the course description which would allow students to view what books are being used for the class.
- **Evaluations** – Chair White will complete the part-time instructor's evaluations. He offered any instructor wanting to participate in the part-time evaluation process, to let him know. He stated that part-time instructors are evaluated every three years.
- **Tenure Review** – Chair White will meet with new instructors to review the tenure review process.
- **SPOL (Strategic Planning Online)** – SPOL is a program that will hold all SLO's, planning, and Budget information. This program was implemented to provide continuous program improvement for satisfying the Accreditation agency with the documentation they are looking for. To start, Department Chairs and Secretaries will be receiving training. In the future, however, instructors will be expected to input their SLO's directly into the program.
- **Program Reviews – due by September 24** – In order to utilize SPOL, the timelines for program review have been changed. This year's program reviews will be due on September 24. Information from AY '13-'14 for '14-'15 will be used when completing this task. Chair White will send everyone copies of the 2013-2014 program reviews for their feedback.
- **Campus Hour-changes and future plans** – This year campus hour is on Tuesdays. Chair White emphasized the importance of instructors making note of the upcoming Department meetings listed on the Agenda. The next Department meeting is scheduled on October 14, 2014. Discipline meetings should be scheduled on Thursdays and Department meetings will be scheduled on Tuesdays.
- **ADTs (Associate Degrees for Transfer) five in our Department** – Our campus has completed eleven ADTs and of them, our department has five. In an effort to make it easier for students in California Community Colleges to transfer to CSUs, ADTs were implemented. If a student completes course work in the ADT, that student is guaranteed admission.

- **Distance Education** – Instructors are allowed to develop online courses; however, a meeting with Chair White to distinguish which courses are appropriate would have to take place first. Gaylla Finnell is our Distance Education Coordinator and she would be able to provide the timelines and necessary information to get the process started.
- **Professional Development and Professional Duties** – In the future, more training will be held for Professional Development. Chair White asked those who are interested in presenting during campus hour to speak to him.

II. OTHER ITEMS (K. White)

- R. Staton suggested, on Aruna Patel's behalf, that those in higher positions communicate with those involved before cancelling classes. Chair White explained that the VP of Instruction, Dr. Nick has been very assertive in cancelling classes if they are at jeopardy. He suggested taking the three separate 1 unit ADS courses and converting them to one 3 unit course. Chair White also suggested A. Patel, R. Staton and he meet to discuss this further.
- B. Wright has a class scheduled during Academic Senate. He will have to step down as Academic Senate Representative for our Department. M.J. Wainwright volunteered to fill-in as representative as long as no one else is interested, otherwise, the department will have to vote.
- Refreshments at our next meeting will not be available. S. Gretz volunteered to bring a dish for our next meeting and suggested a potluck type of meeting. R. Staton stated that she would be willing to bring something, but she would need advance notice.
- Department Meeting Schedule for 2014-2015 -

Please mark your calendars:

Fall 2014

August 15
October 14
November 18

Spring 2015

February 24
March 24
April 28

III. ADJOURNMENT (K. White)

The meeting was adjourned at 2:33 p.m.