



# Behavioral & Social Sciences Department

**BSS Department Meeting  
Tuesday, October 14, 2014  
12:00 – 1:00 p.m., Room 412**

## Minutes

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

### I. Call To Order/Welcome/Approval of Minutes – 8/15/14 (K. White)

The meeting was called to order at 12:15 p.m.

The minutes of August 15, 2014 were approved as corrected (M/S/C – R. Epps/D. Rasmussen).

### II. Division Keeping & Discussion (K. White)

- **Online Drops** – This was rolled out this semester and had a rough start; however, faculty seems happy with its paperless process. Academic Services will be meeting with Admissions and Records to review the process and issues. Issues that instructors had regarding students not being dropped after the drops were completed were discussed.
- **Instructional Supplies – budget cuts** – Chair White stated that there have been budget cuts. Instructional supplies will be kept stocked as the budget permits.
- **Book Orders** – The book order deadline is October 17, 2014 and E. Camillo reported that there are thirteen book orders total needed for both Winter and Spring.
- **Tenure Review – 3 committees** – Tenure Review Committees were set up and met last week. Chair White asked if anyone was interested in serving on a committee and if so, they should let the tenure member know. Dean Aguirre asked that new faculty contact E. Camillo to set up meetings for observations.

- **Distance Education** – Distance Education Coordinator, Gaylla Finnell has received information that the state of Arizona does not require any certification for an instructor living there to work in California. Other states are currently being looked at. M.J. Wainwright added that two @One courses were required prior to developing an online course, and soon a third will be required. Also, the Atlas Grant will reimburse the instructor's sixty-five dollars; however, this will end in June. Instructors would have to sign up now to take the @ One class for Spring 2015. Also, there is now a new Syllabi Template with minor changes to the one used this fall.
- **Professional Development and Professional Duties** – Chair White stated that instructors need to make certain they are on a campus committee and that they attend the committee meetings. Academic Senate is looking into ways for instructors to meet this requirement without being on a committee, since there have been issues with not enough committees.
- **Cengage** –The Cengage representative would like to come for a campus visit on December 11 to meet with our department and the different disciplines. They would like to present their products and demonstrate *MindTap* to the department.
- **Reporting Absences** – There is now an online process in which to report absences for the month. Dean Aguirre stated that E. Camillo keeps a record and gives that to her at the end of each month. Instructors must submit their absences on the leave report by the deadline or the system will not allow the instructor to submit the leave report after the deadline. Dean Aguirre would like for our Division to submit leave reports by the 10<sup>th</sup> of each month.
- **Committee Assignments** –Dean Aguirre stated that she and Vikki Carr worked on a committee list that will be going to the President's Cabinet for approval. Discussion regarding Campus clubs briefly ensued.

### III. Discussion (K. White)

- **Block Scheduling and Campus Hour Changes** – Academic Senate representative S. Gretz, reported that the campus has now gone through the approval process with new times blocks and a new campus hour. This will all take effect beginning fall 2015. The new campus hour time will be held from 12:50 p.m. – 1:50 p.m. The new time blocks are structured to provide more classes for students during prime and evening times and extend campus hour to four days. Planning strategies were discussed and shared with the group.
- **SLOs and SPOL (Strategic Planning Online)** – This massive program was implemented primarily for Accreditation to combine all of our documentation into one system. Currently, Academic Program Reviews and budgets are being populated in SPOL. Faculty will now be required to submit their SLOs directly into SPOL. Jill Nelipovich has sent out SPOL training times for faculty.
- **2015-16 Academic Scheduling** - The drafts were sent out and Chair White is still receiving feedback. Once all the changes are approved, all four semesters will be sent out in order to begin the course selection process. The deadline for this is November 21, 2014. Melody is working on building

the schedules and the changes as they arise. Chair White stated that instructors may use this time to adjust the schedules.

- **Program Reviews** –All Reviews have been submitted in a timely fashion. Chair White has sent them out to the department for feedback, so there may be some minor changes; however, they are in. Chair White thanked E. Camillo for inputting the data into SPOL. He stated that next year all of the Chairs and Coordinators will input the data directly into SPOL.
- **Food Drive** – Last year Chair White gave his six classes a maximum of 10 points per student, if they brought in non-perishable items (one point per item). They collected quite a bit of food. He asked if the department would like to collect as a whole.

#### **IV. Other Items:**

**Please mark your calendars:**

**Fall 2014**

November 18

**Spring 2015**

February 24

March 24

April 28

#### **V. For The Good Of The Order: (K. White)**

- Dean Aguirre stated that the college would like to see more presentations at the Board Meetings from different disciplines. She asked instructors to share with the Board of Trustees and the community, anything that's happening in their discipline. Five to Ten minutes of speaking time is granted at the meetings.
- S. Gretz thanked everyone who helped her while she was out ill.
- A. Patel stated that she is very excited to be part of the Inside/Out Program. The class will be held at the Imperial County Correctional Facility. This program is being offered to promote alcohol and drug prevention. The class population will consist of fifteen IVC students and fifteen inmates. This program gives the inmates an incentive when they are released to perhaps begin their education here at IVC. The IVC student population will gain the knowledge they'll need to become Drug and Alcohol Counselors, including how alcohol and drugs affect individuals and how to interact with them. IVC is the first community college in California to participate in such a program. Any student wishing to enroll should contact A. Patel.

#### **Adjournment:**

The meeting was adjourned at 1:05 p.m.