



# Behavioral & Social Sciences Department

**BSS Department Meeting  
Monday, February 22, 2016  
12:50 – 1:50 p.m., Room 412**

## Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Thelen, Austen
<input checked="" type="checkbox"/> Duva, Mark	<input type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Epps, Richard (Ric)	<input checked="" type="checkbox"/> Semmes, Laura	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Soto, Veronica (Liaison)	
<input type="checkbox"/> Nainpally, Ashok (Dean)	<input checked="" type="checkbox"/> Staton, Robin	

### I. Call To Order/Welcome/Approval of Minutes – 10/12/15 (K. White)

The meeting was called to order at 12:55 p.m.

Chair White announced that M. Knaak is out ill and will be out for two weeks. He is trying to find subs for M. Knaak's absence.

The minutes of October 12, 2015 were approved (M/S/C – L. Solomon/A. Patel).

### II. Division Business (K. White)

- **Spring: Syllabi, SLOs, Schedules/Office Hours, Adds/Drops** – Instructors were reminded to submit all required documents. Gloria Hoisington sent out an email regarding drops. WebSTAR will be available to instructors for submitting online drops until February 28 and until February 29 for census.
- **Academic Schedule for 2016-17 Updates** – The 16-17 schedule is in progress.
- **Geography 102 and 108 Approved for Distance Education** – Geography 102 and 108 classes have been approved for Distance Education.
- **Inside/Out Program** – A. Patel gave a brief update and shared that since IVC is working with our local prisons to open a Satellite campus to incarcerated individuals, she and others from IVC visited the Anti-Recidivism Coalition (ARC). ARC is a Los Angeles-based non-profit organization founded by Scott Budnick. It is a support network for formerly incarcerated individuals and advocates for criminal justice reform.

A. Patel shared that she is starting a support group for Inside/Out students that don't feel that they fit in at IVC. The meeting is being held, February 23, Rm. 211, from 5-6 p.m. N. Rodiles is teaching PSY 101 for the spring 2016 Inside/Out program and Soc. is next for fall 2016. She welcomed those interested in observing the class. R. Epps asked about incorporating more classes to the program and Chair White stated that Gaylla Finnell is looking at expanding the program. There is a grant currently being worked on to expand the Sherriff's Station which will bring in more portables. Chair White stated that the Department is pushing to make A. Patel a full-time faculty member for our ADS program.

- **Faculty Recruitment: Tenure-track Sociology Replacement** – Chair White has started the process of getting a hiring committee together. An email for recruitment of committee members should be going out in the next week.

Chair White welcomed our new Tenure Track Political Science Hire, Mr. Ric Epps to the department.

- **Canvass** – The Board approved an 18 month transition to Canvass. It is accessible via the IVC website. Blackboard's license was not renewed and will end spring 2017. Some instructors are piloting the program this semester. Canvass will be available to all instructors fall 2016. R. Epps suggested that anyone building online classes, build them in Canvass. A. Thelen suggested piloting the program before going live.

### III. Discussion (K. White)

- **Department Policies: Department vs. Contract Default** - Chair White stated that the departments have been able to develop their own policies and if they are not established, the default is the contract lingo. Mary-Jo stated that class selection is within the discipline and in some cases the department as a whole. If instructors are not in agreement with the way the selection process is, they may meet and should all come to a working agreement.
- **CTA Contract Changes – Mary-Jo** – The Board approved the CTA contract. Under Article 6.12, Staff Development Leave, it states that instructors can receive up to 2 days of leave for reimbursement, contingent upon availability of funds, prior to approval. Funds will be equitably distributed amongst faculty. M.J. Wainwright would like for Chair White to have the Travel budget replenished to comply with the CTA contract lingo. Tenure faculty evaluations have to be completed every 3 years. The self-assessment is now mandatory. Student evaluations are to be conducted for two classes each semester where the Dean chooses which 2 classes to be evaluated. Student evaluations should be kept for 3 years. Instructors now have the right to make changes to their schedule up until 95 days prior to the beginning of the semester. There will be information posted online, in the newsletter, and workshops held.
- **Starfish** – Diana Barrios was not present to conduct the Starfish presentation.

### IV. Other Items (K. White)

- **The Coffee Shop – Austen Thelen** – Austen's wife opened a coffee shop on the corner of La Brucherie and Aten Roads. The shop is open M-F, 6:30-3:00 and Sat., 7-1.
- **Academic Senate Fundraiser – Being Planned for April** – Chair White will keep everyone posted when the official date for the Academic Senate fundraiser becomes available.
- **At-large Academic Senate Vacancies** – There are vacancies for Academic Representatives.
- **Study Skills Center – Tutors, Test Proctoring, Workshops** – Chair White has Josue Verduzco visit his classrooms to speak about services the Study Skills Center provide to students.
- **Summer HAKU Internships – Mary Lofgren** – M. Lofgren was unable to make the meeting. V. Soto stated that the deadline for submitting an application for the paid summer internship program was February 15. For more information, contact Dean Ted Cesar.
- **Counseling Center Update – Veronica Soto** – The newly remodeled Transfer Center is now named the Transfer Career Center and will be shared with Student Support Services. Lorraine Mazeroll is now the Veteran's counselor. Counseling is now open in the evenings. New counselors are being hired through a grant and will be located in the Transfer Career Center. Partnerships between IVC and University of Arizona and New Hampshire are currently in the works. The Geography ADT was approved. Plans for two graduation ceremonies are being considered to accommodate the amount of graduates this year.
- **CAADE Fundraiser** - A. Patel is taking 8 students to the 2016 Annual CAADE conference, held in Sacramento. She is trying to raise \$2,000 and will be selling Indian food plates this year. She will begin taking orders soon.

**Meeting Schedule 2016: Please Commit These to Your Academic Calendar:**

**Spring 2016**

February 22

March 14

April 11

June 06

**For the Good of the Order:**

- L. Solomon shared that she and Elvia noticed computers were left on or in sleep mode. Jeff Enz was notified about the situation.
- Chair White informed instructors of the VHS to DVD converter that was purchased for the department. If any instructors have VHS videos that they would like converted to DVD, they can find the converter in the department office.

**Adjournment:**

The meeting was adjourned at 1:55 p.m.