



Behavioral & Social Sciences Department

**BSS Department Meeting
Monday, March 14, 2016
12:50 – 1:50 p.m., Room 412**

Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Nainpally, Ashok (Dean)	<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 (Ric)	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Semmes, Laura	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Morris, Audrey	<input type="checkbox"/> Soto, Veronica (Liaison)	

I. Call To Order/Welcome/Approval of Minutes – 02/22/16 (K. White)

The meeting was called to order at 12:59 p.m.

The minutes of February 22, 2016 were approved (M/S/C – A. Patel/S. Gretz).

II. Division Business (K. White)

- **Spring: Syllabi, SLOs, Schedules/Office Hours, Adds/Drops** – Instructors were reminded to submit their SLOs and PLOs by the deadline of March 25, per Jill Nelipovich. Chair White would like a copy of their updates or any changes sent to him as well. M.J. Wainwright asked how instructors should be sending the information, if instructors are to input the information directly into SPOL. Chair White will look into the procedure and perhaps have J. Nelipovich at the next Department meeting. Dean Ash suggested having the department allocate 15 minutes to review the changes that have been made.
- **Department Chair Elections – this Spring** – Chair White's term ends in June; therefore, elections must be held this spring. Dean Ash suggested the department form an election committee of those faculty members not running for chair. M.J. Wainwright stated that the Contract should be followed and objected to the idea. Chair White stated that he would meet with Dean Ash and inform everyone on how the Department will proceed with elections.
- **Liberal Studies EDUC 200 for Spring Update – Audrey Morris** – The overall course content, different methodology and expectations of the class

were discussed. The students are Reading, Discussing, and Observing. They are required to have 45 hours of structured field service at local schools. M.J. Wainwright asked about the course being limited to K-12. A. Morris explained that the title of the course is Intro to Elementary vs. the Course Description that states K-12; however, there it is no level requirement. Future Teacher's Club was mentioned and A. Morris is looking into that for her students.

- **Inside/Out Program – Updates – Aruna Patel/Dean Ash** - A. Patel reported that the program is doing well. Plans are to expand the Prison and to start a satellite IVC. The program is growing and G. Finnell is retiring. A. Patel is running the program, with the help of G. Finnell, so she will be needing assistance in the near future. Dean Ash stated that our department be commended and as we move forward, we need to be certain that information is disseminated to Administrators so that they are present at the various Prison functions, and also, that faculty receives compensation for their work. He stated that it would be a good idea to meet once per month.
- **Faculty Recruitment: Tenure-track Sociology Search Committee** – Chair White will be sending out an email for the recruitment of a Sociology search committee. He will be following specific criteria provided by Human Resources and asked if anyone is interested to contact him.
- **Spring Part-time Faculty Evaluations** – There are a couple of Part-time faculty members needing evaluations this semester. If anyone is interested, contact Chair White.

III. Discussion (K. White)

- **Department Scheduling Challenges: New Full-Time Faculty, Contract 'Bumping' Changes** - Chair White allowed for M.J. Wainwright to elaborate on the new contract changes to the course selection process for full-time faculty. She stated that full-time faculty now has 95 days prior to the start of the semester to make adjustments to their schedule within the seniority of the Full-time faculty, which may result in bumping a part-timer.
- **Starfish Utilization** – Chair White asked instructors if they were using the program. The consensus was that it was not very accurate. Chair White will try to have D. Barrios at the next department meeting.
- **Student Success and Student Equity Programs** – Tabled until next meeting.

IV. Other Items (K. White)

- **Academic Senate Fundraiser** – Fundraiser is being planned for April. Date not available; however, Chair White asked instructors to keep their calendars open. All proceeds benefit student scholarships.
- **At-large Academic Senate Vacancies** – Chair White congratulated R. Epps for submitting his name to become an Academic Senate Rep.
- **Health Center Presentations** – An aggressive outreach is being made to inform students of the services provided in the Health Center. Chair White asked instructors to make time for presentations in their classrooms.

- **Media Purchase Resources** – Chair White stated that we have monies for media resources. He asked those needing any media resources to let the office know within the next month.

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

Spring 2016

March 14

April 11

June 06

For the Good of the Order:

- Roxanne Nuñez is working as a Full-Time counselor.
- M.J. Wainwright questioned the last Department Meeting being held on June 06, since its finals week. Chair White moved the meeting to May 23.
- M.J. Wainwright announced that graduation is mandatory and there will be two graduation sessions. There will be one held at 9 a.m. and one at 2p.m. She stated that the District will be assigning instructors the session they will be attending. If an instructor has to be absent, it will count as 6 hours of time on the books.

Adjournment:

The meeting was adjourned at 1:50 p.m.