



Behavioral & Social Sciences Department

**BSS Department Meeting
Monday, May 25, 2016
12:50 – 1:50 p.m., Room 412**

Minutes

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

I. Call To Order/Welcome/Approval of Minutes – 03/14/16 (K. White)

The meeting was called to order at 12:57 p.m.

The minutes of March 14, 2016 were approved (M/S/C – M.J. Wainwright/L. Solomon).

II. Division Business (K. White)

- **Spring: Syllabi, SLOs, and PLOs updates** – Chair White wants to make certain that everyone is working on SLOs and PLOs. He stated that there have been discussions held at Instructional Council regarding how to improve the process and he will relay any changes or updates as he receives them.
- **Department Chair Elections – K. White** – Chair White thanked everyone for their support. He stated that he plans to improve in his role as Chair with the knowledge he has gained thus far.
- **Academic Senate Results: –**
 - i. Suzanne Gretz - Behavioral and Social Science Dept. Representative
 - ii. Ric Epps - At-Large Representative
- **Inside/Out Program – Updates – Aruna Patel** - A. Patel reported that the program is moving ahead rapidly. Chair White added that plans to hire a full-time ADS faculty member ranked number one on the prioritization from Instructional Council. Moving forward, Chair White is pushing for a Full-time position.

- **Faculty Recruitment: Tenure-track Sociology Search Committee** – Chair White plans to have a Full-Time hire by the end of the year.
- **Spring Part-time Faculty Evaluations** – There are only two Part-time faculty evaluations and they have been completed and submitted.

III. Discussion (K. White)

- **Department Security Issues – Rick Webster** – Stated that he had custodial staff was checking the department doors in the evening and mornings. He stated that he cannot control the individuals with keys to the department. He had L. Solomon's office door re-keyed. The Department door was swelling and his staff sanded and filed it and eventually placed a lever lock. Discussion on the instillation of cameras on campus took place. The census for Part-timers to have keys to the office was that they should and it should be on a voluntary basis.
- **Front Door and Media Cabinet Keys** – Chair White stated that currently the media cabinets are unsecure. He would like to ensure that everyone has access and receives a key to the media cabinets.
- **Student Success and Student Equity Program Funds** – Chair White attended a couple of meetings and some of the programs to receive monies were Veterans and Youth with Disabilities. He asked instructors who think of any needs which fall within the provisions to let him know. V. Soto stated that her area was able to take ADT Transfer students on trips to SDSU and USD. She stated that cultural awareness is part of the requirement for Student Equity Funds.

IV. Other Items (K. White)

- **Mini iPads and Cases Distribution for FT faculty** – Chair White announced to instructors that at the end of the meeting, instructors will be receiving iPad minis. He suggested turning in their old laptops, if they're not utilizing them.
- **BSS Large Quota Designated Classes** – Chair White stated that the classes designated as large quota classes were submitted and are now listed on the Course Outline of Record. The classes in our area are: Psy 200, 204, Geog 100, 108, Hist 120, 121, Pols 100, 102, Soc 101. M. J. Wainwright asked Chair White to inquire about the 25% no extra pay in Instructional Council. Chair White stated that having a large quota would require pre-approval by Dr. Nick.
- **Media Resources Purchases** – Chair White stated that monies were available. S. Murray added that any instructor with Instructional Material needs, send their list to Elvia for processing.
- **ASG Ceremony** – Chair White stated that instructors presenting at the ASG award, please send Elvia a blurb prior to the ceremony.
- **Graduation – 2 pm** – Chair White stated that there will be 2 graduation ceremonies this year and BSS will be required to attend the 2nd ceremony beginning at 2 p.m.
- **New Online Psychology 101 Course Approved, Congrats to Dr. Katarina Olea!** – Chair White announced that Dr. Olea has created a new online PSY 101 course.

- **4th Annual 5k Run – Congrats to Raul Navarro (raised over \$15,000) –** Chair White asked instructors to offer congratulations to Mr. Navarro for his accomplishments and efforts of this annual 5k run.
- **Multiple Assessment Measures Workshop 5-19-16 –** Chair White stated that he sent out the assessment to instructors for them to utilize with their teaching.
- **Special Thanks to Laura Semmes (FT Temp) and Gaylla Finnell (retiring) –** Chair White thanked Laura Semmes for serving in the FT. Temporary Position. He congratulated Gaylla Finnell on her retirement and thanked her for her time. She was not present.
- **Selection of Evaluations Classes –** Chair White stated that Dean Ash has given him permission to select the two classes that students will be evaluating. Chair White will send instructors an email regarding this. M. J. Wainwright suggested that Deans read the evaluations and give them back to the instructors.

For the Good of the Order:

- M.J. Wainwright stated that the new Tentative Agreement includes the changes regarding the schedule, to include a Full-time faculty member making modifications to their schedule up to 12 weeks prior to the start of fall or spring semesters and winter or summer sessions. If the District initiates a change any time up to the beginning of a semester, a full-time faculty member may bump a part-time faculty member. If a new class is added, full-time faculty will be asked first, by seniority.

Adjournment:

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