



Behavioral & Social Sciences Department

**BSS Department Meeting
Friday, August 12, 2016
2:25 – 2:55 p.m., Room 2725**

Approved Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Reyes, Barbara	<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"/> Solomon, Lisa	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Soto, Veronica (Liaison)	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Staton, Robin	

I. Call To Order/Welcome/Approval of Minutes – 05/25/16 (K. White)

The meeting was called to order at 2:25 p.m.

Chair White introduced our new Sociology full-time faculty member, Ms. Barbara Reyes to our department.

The minutes of May 25, 2016 were tabled for the next department meeting due to time constraints.

II. Division Business (K. White)

- **Syllabi Site, Template, and Due Dates** – Chair White reminded instructors to upload their syllabi in PDF format to our syllabi site by the end of the first week of classes.
- **Opening Day Rosters and Census Rosters** – Chair White reminded everyone to drop students on the first day to accommodate crashers using WebSTAR. The last day of late registration is August 27 and census is August 29.
- **Drops and Grade Submittal Policies** – Chair White asked faculty to submit their grades in a timely manner.
- **Faculty Absences – Using Service Desk and WebSTAR** – Chair White reminded instructors if they are going to be absent to post a notice to their classes using WebSTAR and Blackboard. He asked they call Elvia or himself.
- **Supplies and Mailboxes** – Dry Erase Marker and the usual supplies will be placed in instructor's mailboxes.

- **Reprographics and Department Printing** – Chair White announced that Reprographics is open from 8a.m. to 5p.m. The outside door is open from 7a.m. to 8p.m. S. Gretz stated that they changed the accounts from individual discipline to the Math and Science Division in Papercut.
- **New Prison Programs – Calipatria and Centinela – Short Term Classes** – Chair White shared that Centinela and Calipatria State Prisons would like to start course at their facilities beginning the second half of fall semester. L. Solomon added that Sociology and Psychology classes are in the plans of being offered at Centinela and History and Political Science held at Calipatria Prisons. Chair White stated that the District's plan was to hire six new positions, where an ADS position was ranked number 1. He stated that because of the budget deficit, the hiring of the ADS full-time position did not take place.

S. Gretz shared that CTA negotiated for a new Counseling position. The position is for a Minority Male Initiative Coordinator who will be coordinating the prison program. She stated that this is a 1 year pilot program that is going to the Board for approval and will be funded through Student Equity Funds.

- **Program Reviews: 3 year Comprehensive Cycle** –
 - History, Psychology, and Alcohol and Drug Studies** – The campus is going through a 3-year comprehensive program review cycle. This fall, we'll be working on History, Psychology, and ADS.
- **SLOs, PLOs, and SPOL** – Chair White stated that he spoke to part-time faculty, some of which have not been part of the SLO assessment process. He reminded instructors to make a more concerted effort to involve part-time instructors when working on assessing SLOs.
- **Discipline Planning Meetings** – Chair White encouraged everyone to meet periodically to go over issues within their discipline.
- **Faculty Observations** – Chair White stated that he typically conducts the part-time evaluations. He stated that there are five tenure review faculty members. He will begin meeting with them next week.
- **Committee Assignments** – Instructors have a contractual commitment to be on a committee. If there are any instructors not assigned to one, please find one. Vikki Carr and the Academic Senate President typically send out information regarding this. B. Wright has volunteered to be the SPA club co-advisor.
- **Starfish** – Chair White encourage everyone to utilize Starfish, since it is a beneficial tool for our students.
- **Canvas and Blackboard** – We still have Fall 2016 and Spring 2017 to transition from Blackboard to Canvas. In the fall of 2017, the campus should be fully transitioned to Canvas. R. Epps mentioned the confusion it has created for students using both platforms and reminded instructors that there is no longer Blackboard Support for users. He stated that there should be upcoming training this fall for Canvas.
- **Teaching Men of Color in the Community College – text resource** - Chair White passed out a book that was being sold at the Minority male Conference which he and R. Epps attended. The department was able to purchase a copy for all BSS instructors to incorporate into their classes.

- **Study Skills Center – Tutoring and More** – Chair White stated that the tutoring center hired sixty new tutors. He asked Josue Verduzco to attend our next Department meeting on September 12.

III. Discussion (K. White)

- **Course Audits** – There has been discussion regarding our college having formal classroom audits. The chairs have been weighing in and he would like for instructors to be thinking about how it would work or not in their particular disciplines.

IV. Other Items (K. White)

- **Lottery Needs** – Chair White announced to instructors that at the end of last semester there were monies left over and the Department is compiling a 5-year list of Instructional materials needed. Please let Kevin or Elvia know of items to add.
- **Agenda Items** – if there are any items that need to be addressed at our department meetings, please contact Chair White.
- **Student to Teacher Evaluations** – L. Solomon asked when instructors would be receiving student to teacher evaluations from Spring 2016. Dr. Nick stated that instructors will have the evaluations return in the next week.

Meeting Schedule 2016-2017:

Fall 2016

September 12th
 October 10th
 November 14th

Spring 2017

March 13th
 April 10th
 May 8th

For the Good of the Order:

- **OER** – R. Epps suggested a discussion on OER (Open Educational Resources) for next semester.
- **Professional Development** – L. Solomon stated that a grant is pending regarding professional development. Dr. Nick made some suggestions of ideas on how Professional Development could be presented to faculty and of offering a wide variety of topics that could be offered by our very own faculty.

Adjournment:

The meeting was adjourned at 3:01 p.m.