



Behavioral & Social Sciences Department

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

Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Martija, Blanca (Guest)	<input checked="" type="checkbox"/> Thelen, Austen
<input type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Verduzco, Josue (Guest)
<input type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input type="checkbox"/> Epps, Ric	<input type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Esquer, Jael (Guest)	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Gretz, Suzanne	<input type="checkbox"/> Soto, Veronica (Liaison)	<input checked="" type="checkbox"/> Wyatt, Robert (Adjunct)
<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Staton, Robin	

I. Call To Order/Welcome/Approval of Minutes – 05/25/16 & 8/12/16 (K. White)

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

Chair White announced amendments to the Agenda.

The minutes of May 25, 2016 and August 12, 2016 were approved (M/S/C – L. Solomon/R. Staton).

II. Division Business (K. White)

- **PPIS and Lottery Funds** – Requests were submitted from the limited feedback received. The requests for PPIS and Lottery funds were tentatively approved. Some items approved were named and Chair White has the list for any instructors wishing to see it. Anyone with additional requests should see him.
- **Faculty Absences – Using Service Desk and WebSTAR** – Instructors calling to report an absence should call Elvia Camillo or Martha Navarro, outside of posting the message on WebSTAR/Blackboard. S. Gretz and M.J. Wainwright reminded instructors to use or lose their overload sick leave when filling in their leave reports in WebSTAR.
- **New Prison Programs – Calipatria and Centinela** – New program is being run by Dean Martha Garcia. Short-Term classes are being scheduled to take place the last 8 weeks of this semester.
- **Program Reviews: 3 year Comprehensive Cycle** –

- i. **History, Psychology, and Alcohol and Drug Studies** – This semester, we'll be working on History, Psychology, and ADS Program reviews. Chair White will send out information in the next week. The draft will be completed in the next month, since it is due in December.
- **SLOs, PLOs, and SPOL** – This semester Kevin Howell and Jill Kitzmiller will be coordinating the SLO/PLOs. Next semester, it will be Kevin Howell as the coordinator. Chair White stated that he will invite the SLO Coordinators to our next department meeting of October 10, 2016.
- **Discipline Planning Meetings** – Chair White reminded everyone to meet within their discipline.
- **Faculty Observations (14 Part-Time)** – Chair White offered interested faculty that would like to assist with observations to contact him.
- **Committee Assignments** – Instructors were reminded of their contractual commitment to be on a committee.
- **Scheduling for Winter, Spring, and Summer 2017** – The College will be back to one year scheduling, since two year scheduling was not as an effective tool as they originally planned. A task force will be created for this.

III. Discussion (K. White)

- **Study Skills Center** – Discussion was pushed up on the agenda. Josue Verduzco, Learning Services Support Coordinator gave an overview of the various services offered. He answered the question of test security and stated that DSP & S agreed to pay for 7 cameras to place in the Center for added security. More test proctors will be hired and they are not students of the college. The embedded tutor program has been in place and they have seen an improvement by one letter grade in students. Tutors are in the classroom for its entirety, and thirty percent of their time outside of the classroom. There are close to 2,000 students in the program. Jael Esquer, who runs the program L.I.N.K. (Learning Intervention and Networking Communities) gave a brief overview. They assist students with Workshops, Troubles with Blackboard/Canvas, and one hour appointments. Blanca Martija, who assists with the In-Class English workshops, gave an overview of the offerings made available to our students.

IV. Other Items (K. White)

- **Distance Education** – A. Thelen offered his assistance to those interested in developing online classes. S. Gretz announced that Xochitl Tirado was appointed as the new Distance Education Coordinator. They have now streamlined the process and made classes twelve weeks.

Meeting Schedule 2016-2017:

Fall 2016

October 10th

November 14th

Spring 2017

March 13th

April 10th

May 8th

For the Good of the Order:

- **Guest Speakers for ADS** – A. Patel announced that ADS will be hosting guest speakers from CAADE (California Association for Alcohol/Drug Educators) on September 20, 2016, 7p.m. in room 205.

Adjournment:

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