



## Behavioral & Social Sciences Department

**BSS Department Meeting**  
**Monday, March 13, 2017**  
**12:50 – 1:50 p.m., Room 412**

### Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Navarro, Raul	<input checked="" type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Nuñez, Roxanne	<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, Ric	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Jones, Thomas	<input checked="" type="checkbox"/> Solomon, Lisa	
<input checked="" type="checkbox"/> Knaak, Manfred	<input type="checkbox"/> Soto, Veronica (Liaison)	

#### I. Call To Order/Welcome/Approval of Minutes – 11/14/16 (K. White)

The meeting was called to order at 1:05 p.m.

Chair White welcomed all in attendance.

The minutes of November 14, 2016 were approved (M/S/C – L. Solomon/A. Patel).

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

- **Potluck Lunch** – Those who provided potluck dishes for the meeting were thanked.
- **ADS Instructor – Search Committee** – The committee has been formed and an instructor will be selected this semester.
- **Professional Duties: Committee Assignments, Office Hrs. Department Meetings, Graduation, Grades and Discipline Meetings** – Instructors were reminded of their professional responsibilities. They were reminded that non-attendance at graduation will account for six hours from their leave. Dean Drury stated that he would advocate for Math & Sciences to attend the morning session of graduation this year and for Coordinators to be in attendance.
- **Distance Education – Status of Designing** – A. Thelen stated that those interested in designing an online course must submit it for approval through the DE committee. Those who are currently undergoing training should complete it or they will need to begin again under the new training. Instructors wishing to develop a course for Winter 2018 and Spring 2018 should submit information for approval by October 21, 2017.
- **Canvas Trainings and Fall Transition** – A. Thelen shared that instructors should export files from Blackboard to an external hard drive prior to June 30, 2017. R.

Epps suggested that instructors familiarize themselves in Canvas by creating a shell and working within the shell.

- **Media Supplies** – Contact Elvia with any media materials needed soon, so they are ordered prior to the end of the fiscal year.
- **New Department Equipment** – New items were purchased for the department. A projector and projector screen and a DVD duplicator were some of the items purchased.
- **Campus Wide – Budget Cuts: BSS 10%** - The district is looking to cut 10 percent from the 17-18 year academic budget. This academic year the ADS program's travel was funded by Perkin's monies.
- **Book Orders: Summer & Fall 2017** - The deadline for submitting book orders for Summer and Fall 2017 is April 15, 2017.

### III. Discussion (K. White)

- **Realignment of the Inside/Out and ADS Programs** – A brief overview of the Inside/Out program and the ADS program were discussed. Upon looking over the Coordinator position, the duties for the Inside/Out program were separated and transferred to the new Minority Male Collaborative position and Inside/Out Coordinator. The New hire for the ADS position will assist to build the ADS program. A. Patel stated that she was invited to present the Inside/Out program at the CAADE conference this year.
- **Prison Programs-Staff Selections Process and BSS** – Chair White stated that there are some issues still being worked out, but the prison courses are listed on the schedule since there are instructors in our area teaching them. Seniority will still play a role in terms of the selection process. S. Gretz mentioned the approved MOU for this year and next that states that full-time faculty choosing to teach courses at the prisons, may do so as overload courses only.
- **Program/Discipline Brochures** – No information was addressed due to time constraints.

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

- **Summer 2017 Schedule** – Dean Drury shared that the Deans have been tasked with enrollment. He stated that Pam Deegan was invited on campus to provide enrollment training. The schedule is data driven and Counselor's input is essential. He presented the 2017 summer school changes and stated that the 7:30 a.m. and 5:30 p.m. courses are not doing well. Classes with enrollment in the teens are slowly being deleted.

### Meeting Schedule 2016-2017:

#### Spring 2017

April 10<sup>th</sup>

May 8<sup>th</sup>

### For the Good of the Order:

No reports

### Adjournment:

The meeting was adjourned at 2:03 p.m.