



Behavioral & Social Sciences Department

BSS Department Meeting
Monday, May 08, 2017
12:50 – 1:50 p.m., Room 412

Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Nuñez, Roxanne	<input checked="" type="checkbox"/> Staton, Robin
<input type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Thelen, Austen
<input checked="" type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Reyes, Gilberto	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Green, Marcus	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Solomon, Lisa	
<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Soto, Veronica (Liaison)	

I. Call To Order/Welcome/Approval of Minutes – 04/10/17 (K. White)

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

Chair White welcomed all in attendance and wished everyone a relaxing summer.

The minutes of April 10, 2017 were approved (M/S/C – R. Epps/N. Rodiles).

II. Department Business (K. White)

- **Potluck Lunch** – Thanked everyone who contributed. A vote took place and the consensus was for having a potluck lunch meeting at the beginning and end of each semester. In the fall, our first department meeting is typically on orientation day; therefore there will be no potluck then. Chair elections will take place spring 2018 and Chair White's last semester as Department Chair, since he will be retiring. He encouraged those interested in running for Chair.
- **Fall Schedule Update** – The schedule and course selection will go out today. It was on hold due to the deans looking it over and making changes.
- **Congrats to Aruna Patel, New Full Time ADS Instructor** – Congratulated A. Patel
- **Congrats to Our New Permanent Dean, Dave Drury** – Dean Drury is looking out for our Department and provides a good balance to understanding faculty and Administration side.
- **Discipline Meeting Updates**
 - i. **COR Update, Class Caps, Large Capacity Classes, Pathways, Online Course Development, Brochures - POLS** – R. Epps stated that he brought in a publisher for their first discipline meeting. It was a nice presentation where they learned about the new text being adopted. POLS will be

creating a new brochure. Meetings for the discipline will be once per month. Chair White shared that they are developing a Global Studies Transfer Degree for POLS. **PSY** – M. Duva stated that the Psychology Discipline met on Thursday and their meetings are held on Thursday. They discussed scheduling, some updates to the Course Outline of Records have been made, Cap increases from 35-40 have been made, Distance Ed. offerings and what courses are needed was discussed at their meeting. Dean Drury was in attendance. **ADS** – A. Patel and Gaylla Finnell discussed there being a large gap in classes between spring and fall semesters. They would like to see a Psychology or Sociology course offered this summer to continue with the ADS Pathway. Any instructor interested should contact A. Patel. A. Patel took 8 students to the CAADE conference held in Los Angeles. She presented the ADS and Inside/Out programs there. It was well received and there was a lot of interest from other colleges. CNS Productions were in the Valley and are interested in the program and would like to film a documentary at the DRC. IVC and the ADS program are receiving an award for the highest amount of graduates and placements. They have received 4 awards in 3 years. **HIST** – M. J. Wainwright stated that they discussed minimizing SLOs to one and the concerns with SPOL. There were three Course Outline updates that were also discussed. Retirement and expanding the History course offerings were discussed. Gilberto Reyes was introduced. M.J. Wainwright asked Chair White if the HIST program review was ever submitted and Chair White stated that they were submitted and were to be reviewed. He stated that updates were reflected and the final copy was submitted, would be given to her. **GEOG** – A. Thelen is writing a Substantive Change so that the ACCJC can approve the Geography ADT. He needs the supporting documents to finalize it. **ANTH** – M. Knaak stated that the monies for Physical Anthropology were approved and items were purchased. He is working with A. Thelen regarding Distance Ed. He has a new textbook for fall 2017. **SOC** – B. Reyes is communicating with the part-time faculty to get discipline meetings going. She is working on Course Outline updates and looking for less expensive textbooks. She is also looking into forming a Sociology Club.

- **Media Supplies Deadline** – Reminded folks to get their orders in.
- **Book Orders: Summer & Fall 2017** – Book orders for summer are in. Fall book orders will be processed as the schedule is completed.
- **ASG Student Recognition Awards** – The Student Awards Banquet is in June and Chair White asked instructors who nominated a student and know they will not be attending, to please designate someone.

III. Discussion

- **Class Caps** –A list of classes and cap changes were sent via email. The cap changes to classes will be driven by discipline as instructors see fit. Upon looking over the classes, the various disciplines and various instructors would determine which courses could be set at a higher cap.
- **Online Class Development** – Chair White disseminated the wrong information for the development of online classes. The protocol was discussed. The instructor developing an online class has the right of first refusal up to 4 semesters. Everyone has the option to develop online courses. Discussion ensued and concern was made over part-time instructors given priority over

full-time instructors. Concerns were made regarding subpar course delivery and A. Thelen reassured everyone that every online course goes through an evaluation for vigor and in meeting standards which meet ACCJC requirements. M. J. Wainwright went over the protocol and stated that any policies DE established cannot differ from the CTA contract. Psychology is still working on their schedule.

IV. Other Items (K. White) – No items to Report.

Meeting Schedule 2016-2017 – This was the last meeting of the Academic Year.

For the Good of the Order: No reports

Adjournment: The meeting was adjourned at 1:56 p.m.