



## Behavioral & Social Sciences Department

**BSS Department Meeting**  
**Friday, August 11, 2017**  
**2:50 – 4:00 p.m., Room 2725**

### Minutes

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

#### I. Call To Order/Welcome/Approval of Minutes – 05/08/17 (K. White)

The meeting was called to order at 3:41 p.m.

The minutes of May 08, 2017 were approved (M/S/C – A. Patel/R. Epps).

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

- **Introductions** – Instructors introduced themselves.
- **Syllabi Site, Template, and Due Dates** – Instructors were reminded to submit syllabi. They were also informed that there is a new syllabi template that was sent out by Allyn Leon.
- **Opening Day Rosters and Census Rosters** – Instructors were reminded to submit opening day and census rosters in a timely fashion. An email notification with due dates will be sent out.
- **Drops and Grade Submittal Policies** – Drops and grades can be submitted via WebSTAR.
- **Faculty Absences – Using Service Desk and WebSTAR** – Absences should be submitted via WebSTAR.
- **Supplies and Mailboxes** – E. Camillo placed supplies in Instructors mailboxes.
- **Reprographics and Department Printing** – Instructors were reminded that copies are cheaper to print from Reprographics. The Department copier should be used on an emergency basis, limiting the copies made.
- **Program Reviews** – At the Instructional Council meeting, Jose Carrillo stated that he should have the Program Review materials ready by the end of the week. Chair White will draft the report and send the data out to the various disciplines.

- **SLOs, PLOs, and SPOL** – K. Howell devised some forms that instructors will fill out and he and Dixie will input into SPOL.
- **Regular Discipline Meetings (with minutes)** – Instructors were asked to make certain that notes are taken during their discipline meetings as they are important for Accreditation.
- **Faculty Observations** - Academic Services usually sends out a list of instructors due for evaluation. Chair White will notify the instructor and set up the appointments.
- **Committee Assignments** – Instructors should find a committee if they have not already done so. A. Patel asked if serving as a club advisor would fulfill the committee assignment and it would.
- **Canvas** – Canvas is now the College's new learning management system. Blackboard is no longer available to the campus. More Canvas trainings will be available. A. Thelen and R. Epps offered assistance to anyone in need.
- **Starfish** – Instructors are encouraged to be more engaged with Starfish. Instructors should use it as a tool to identify students who are struggling. Discussion ensued regarding the effectiveness of the program and suggestions of a meeting between Student Services and Faculty were mentioned. Chair White stated that he would relay all concerns at Academic Senate.

### III. Discussion

- **Prison Programs and Dual Enrollment** –Campus has made a commitment to expand educational services to incarcerated students and high school students. Instructors may be asked to teach at any of these sights.
- **FT Temps: History and Psychology** – Chair White announced Mr. Gilberto Reyes in History and Mr. Donnye Ross in Psychology serving as Full-Temps this semester.
- **Enrollment Management** – Dean Drury gave an explanation at the Math & Sciences Division meeting. A. Patel asked if instructors are required to accept more than the course cap. M. J. Wainwright responded and stated that the District cannot force instructors to take over quota.

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

**Department Meeting Schedule 2017-2018** – Chair White asked instructors to make a note of the Department meetings.

**For the Good of the Order:** M. J. Wainwright stated that the MOU for the prison and dual enrollment classes was approved by the board. She stated that instructors considering teaching at these locations, read the MOU carefully. The District cannot force instructors to teach at these locations and the Union should be contacted if this happens.

Chair White shared his thoughts regarding the food pantry and thinks it's a great idea for our college. He stated that many Universities are also taking part in the idea. In his POLS courses, his students participate in bringing food for the food drives and receive extra-credit for it. A concern was raised for those students unable to buy food for extra credit. Chair White stated that he offers different options to students to earn extra credit, giving all students a chance to participate. Chair White would like to have the entire Behavioral & Social Science Department participate this semester.

**Adjournment:** The meeting was adjourned at 4:05 p.m.