



Behavioral & Social Sciences Department

**BSS Department Meeting
Friday, August 10, 2018
1:15 – 3:00 p.m., Room 2725**

Minutes

<input checked="" type="checkbox"/> Barcroft, Shawn	<input checked="" type="checkbox"/> Gretz, Suzanne (Dept. Chair)	<input checked="" type="checkbox"/> Solomon, Lisa
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Knaak, Manfred	<input type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Minor, Monica	<input checked="" type="checkbox"/> Tafoya, Christina (V.P. Acad. Serv.)
<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 type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wright, Bradford

1. Introductions/Approval of Minutes – 05/07/18 (Chair Gretz)

The meeting was called to order at 2:12 p.m.

Chair Gretz welcomed our new full time faculty members, Mr. Shawn Barcroft, History and Mr. Steven Cauchon, Political Science. Both gave a brief introduction of themselves.

The minutes of May 07, 2018 were approved (M/S/C – R. Epps/A. Thelen).

Chair Gretz thanked everyone for selecting her as Department Chair for the next 2 years. She asked that everyone to be patient with the transition to Chair. She will be available on Mondays, 10 a.m.-3 p.m., Tuesdays and Thursdays 10 AM – 5 PM. Her cell phone is listed on the agenda for reference, should anyone need to contact her.

2. BSS Department Meetings (Chair Gretz)

Classes were scheduled during campus hour. Chair Gretz evaluated full-time faculty teaching schedules and found the following days, from 4:30 PM to 6:00 PM, for the Department meetings this Fall 2018:

September 11
October 09
November 13

She will provide a snack. Chair Gretz thought a holiday party on December 04, 2018 would be a good idea. Department meetings to resume at campus hour for the spring.

3. Class Scheduling & Course Selection Process (Chair Gretz)

The class schedule and course selection for Winter and Spring 2019 will begin immediately. The deadline for completion is September 15, 2018. Chair Gretz will speak to the various disciplines regarding ways to improve the scheduling process. She'd like to establish a process that will meet the needs of our students, and allow classes to be staffed. Many students are replacing evening classes with online classes; therefore, she will be reviewing enrollment patterns and contacting the disciplines.

4. Substitute Teacher List by Discipline (Chair Gretz)

Instructors have had the option of finding a substitute teacher in their absence. Part-time instructors were asked if they were interested in being on a substitute pool and most agreed. They were asked to identify their availability. Chair Gretz would like to have a master list available for instructors needing a substitute. She will work with E. Camillo on disseminating that information.

5. Program Brochures & Department/Program Representation (Chair Gretz)

Last year, E. Camillo created a template for a program brochure. Chair Gretz would like for each discipline to provide input and have a color coded brochure for each. These would be used as handouts at the various community events. L. Solomon attended this year's First Step event and stated that PSY, SOC, and ADS were some of the popular disciplines amongst attendees.

6. Program Review (Chair Gretz)

Program Review is completed every year. Each program completes a comprehensive program review, once, every three years. This year the four programs due for a comprehensive program review are, the Behavioral Science major, Elementary Education (1 course), Geography, and Sociology. These are due at Thanksgiving. Chair Gretz just received the data. In addition, every program has to complete a yearly update. She will need the various discipline's feedback in order to complete these tasks, including the budget, and budget enhancements.

7. Accreditation (Chair Gretz)

There is a site visit from the Accreditation Team in March 2019. CART (Continuous Accreditation Readiness Team) has been working on a report for one year now. J. Patterson has the first draft completed.

- a. Faculty may be asked to take a section and evaluate it. During the site visit, the Accreditation team could ask anyone on campus questions; therefore, preparation is important. Chair Gretz will send links and more information soon.

- b. Course Outline of Records should be updated every three years. All disciplines should be reviewing them this fall, if it has been more than two years without revisions. Textbook information should also be revisited.
- c. SLO/PLO data is documentation of the measurement of improvement in faculty teaching. It is said that the team is looking for completion and not necessarily content.

8. OERs/Textbooks/Student Resources (Chair Gretz)

A more effective way to implement Open Educational Resources (OER) is for each discipline to discuss them amongst each other. Some OERs have been found to be good, while others not. When searching for a good OER, make certain that it is compatible with cell phones. Look for resources that are the most effective option for student use, as well as, cost and any issues associated with that particular resource. M. Minor stated that Psychology has begun their search for OERs. There may be some resources which may be accessible for our Library to place on reserve for students.

9. Questions/Comments/Concerns

No further discussion.

Adjournment: The meeting was adjourned at 3:02 p.m.