



Behavioral & Social Sciences Department

BSS Department Meeting
Tuesday, November 13, 2018
4:30 – 6:00 p.m., Room 412

Minutes

<input checked="" type="checkbox"/> Barcroft, Shawn	<input type="checkbox"/> Knaak, Manfred	<input type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Minor, Monica	<input checked="" type="checkbox"/> V.P. Tafoya, Christina
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Thelen, Austen
<input type="checkbox"/> Drury, Dave (Dean)	<input type="checkbox"/> Reyes, Barbara	<input type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Solomon, Lisa	
<input checked="" type="checkbox"/> Gretz, Suzanne (Dept. Chair)	<input checked="" type="checkbox"/> Soto, Veronica (Liaison)	

1. Call to Order/Approval of Minutes – 10/09/18 (Chair Gretz)

The meeting was called to order at 4:32 p.m.

The minutes of October 09, 2018 were approved as presented (M/S/C – R. Epps/B. Wright).

2. Holiday Party (Chair Gretz)

Chair Gretz mentioned during the previous Department meeting of replacing the last meeting of the semester with a holiday party. The plan is to have it on Tuesday, December 04, if there is enough interest. This would be during finals week at 4:30 p.m. or 5 p.m. Suggestions for venues were taken. Chair Gretz will send out a formal invitation.

3. Book Orders (Chair Gretz)

Book orders for Winter and Spring 2019 are past due. Faculty who have not submitted book orders were reminded to get them in prior to Thanksgiving break. Psychology orders are late due to the delay in course selection. Political Science will not make changes to new editions until Fall 2019, according to R. Epps.

4. BSS Department-Wide Policy on Technology Use (Chair Gretz)

Chair Gretz included handouts with the agendas regarding Technology Distractions for Students. She has spoken to many faculty members who find phone usage to be a distraction in class. There are mixed opinions regarding this

issue. Ideas were shared and discussed regarding the start of a department policy, which students would be exposed to. If everyone agrees to adopt a policy, it would be added to all syllabi. Chair Gretz will create a draft and send it out for review.

5. FERPA Compliance Reminder (Chair Gretz)

FERPA requires that we keep student's information private, including grades. Rosters with G numbers should be kept private. V.P. Tafoya will speak to Information Technologies to have an option of printing rosters without student G numbers.

6. Fair Use Rules for Copyright (Chair Gretz)

Fair Use Doctrine information was included with the Department agenda. There is no set rule when copying for classroom use. As an instructor, one can copy for classroom use; however, there are limits: Purpose & Character, Nature of Copyrighted Work, Amount & Substantiality, Effect of Use. Copying is not limited to photo copying, but includes posting on Canvas, or Online Posting. There are consequences for deviating from copyright laws. If students have purchased the textbook and it is no longer in use, instructors still have the ability to use that textbook for copies; overall, using an OER is the best option.

7. Program Review (Chair Gretz)

Chair Gretz is currently working on Geography. Updates are in progress. Program Reviews must be completed and submitted by November 30, 2018.

8. Curriculum (Chair Gretz)

- a. Update to Existing Programs - Most classes need curriculum updates. A. Patel is working on updates for the ADS major with D. Krimm, to include eliminating cross-listings to courses. A newly added ADS course is in process. New or changed curriculum approved at the start of the Spring semester will go into effect with the Fall 2019 semester. ANTH updates/review for 106 and 120 are due. Education 202 course review/updates due. Chair Gretz inquired about this course. E. Camillo stated that Terry Norris previously taught the course, and suggested speaking to Dean Zielinski. History is eliminating LAS cross-listing and adding Chicano Studies. Political Science is working on updates to the Comparative Politics 104 course, since they are more than three years old. Updates will need to be completed by January 04. ADS cross-listings are being removed from PSY courses. Updates on PSY classes need to be completed.
- b. Creation of New Programs – Chicano Studies – Global Studies – Law, Public Policy, and Society are all inter disciplinary majors. Global Studies and Law, Public Policy & Society have ADTs which we will be following. But, for all these new interdisciplinary majors, we will be developing a small number of core courses and then filling out the new existing elective from a number of different disciplines.

9. Department Reports

ADS – A. Patel announced the awards ceremony for the Inside/Out class. It will be Thursday, the week after Thanksgiving, at the Day Reporting Center from 3

p.m. – 4 p.m. and everyone is invited. **HIST** – PLOs and SLOs are being updated.
POLS – R. Epps stated their discipline is still working on expanding the major to more than two courses.

10. Questions/Comments/Concerns –

Chair Gretz announced that E. Camillo passed out the student evaluations to faculty today.

Adjournment: The meeting was adjourned at 5:25 p.m.