



Behavioral & Social Sciences Department

**BSS Department Meeting
Monday, March 11, 2019
2:40 – 4:00 p.m., Room 413**

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 checked="" type="checkbox"/> Soto, Veronica (Liaison)
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Landeros, Veronica	<input type="checkbox"/> Staton, Robin
<input type="checkbox"/> Drury, Dave (Dean)	<input 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 type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Epps, Ric	<input type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wright, Bradford

Call to Order/Approval of Minutes – 11/13/18 (Chair Gretz)

The meeting was called to order at 2:43 p.m.

The minutes of November 13, 2018 were approved as presented (M/S/C – L. Solomon/R. Epps).

1. Summer Session Class Schedule (Chair Gretz)

A spreadsheet for each discipline was disbursed for course selection. R. Epps suggested that more online classes be offered. Chair Gretz stated that more online classes have been added. The deadline to staff classes is Friday, March 15, 2019. Psychology and Sociology are being offered at the High Schools.

2. Fall Class Schedule Template Review (Chair Gretz)

The template is currently being reviewed and will be emailed to each of the disciplines. Feedback regarding the addition/removal of classes is encouraged. Due to Dean Drury at the end of the week.

3. Book Orders for Summer and Fall (Chair Gretz)

Book orders for summer and fall are due April 15, 2019. Please submit textbook information to Elvia as soon as possible.

4. FERPA Compliance Reminder (Chair Gretz)

Reminded everyone to keep information private when sending anything out. Instructors passing back student papers in class, using a roll sheet with G numbers, when discussing student grades via email, be mindful of privacy laws.

5. Curriculum (Chair Gretz)

- a. Much work has been completed and Chair Gretz thanked everyone that worked in Curriculum. The AA degree for Sociology needed a class added and B. Reyes was able to complete this in January. Another list will be issued to Chair Gretz. She mentioned when working with Course Outlines, we need to be sure that textbooks are less than 5 years old since the course identifier checks this. Updates are important for transferability. Psychology program has replaced a course. ADS has separated the cross-listed courses in their program.
- b. Creation of New Programs – J. Rangel is the lead for this new program. A meeting will be held on Friday, March 15, at 11 a.m. in building 3900.
Global Studies – A. Thelen is the lead for this degree. It was approved by Curriculum and needs course codes, 2 core courses, filling out majors with existing electives for Fall 2020.
Law, Public Policy, and Society – Chair Gretz will work on this. There will be no creation of major courses involved.
V. Soto stated that Social Work 110 was developed. Chair Gretz will look into this.

6. Department Reports (Chair Gretz)

Geography – A. Thelen reported that a new GIS course was submitted to Curriculum. The course will require software that will cost about \$500 for 50 licenses. All software should be covered by Information Technologies. SDSU is requesting this to offer it as a minor.

Education – V. Soto stated that there is an issue with our school nurse who is requiring our students in EDUC 200 to get vaccinations when it's not necessary. Schools are only requiring a TB test. Chair Gretz will follow-up with Dr. Johnson on this issue.

7. Questions/Comments/Concerns (Chair Gretz)

The Accreditation team is on campus this week.

Budget Enhancements need to be done for our Department, since we need monies. The deadline for Purchases this year is April 17, 2019. Anyone who needs Office supplies or Media Materials, please submit your requests.

Adjournment

The meeting was adjourned at 3:20 p.m.