



Behavioral & Social Sciences Department

BSS Department Meeting
Monday, August 13, 2021
10:35 – 11:50 a.m., Via Zoom

Minutes

<input checked="" type="checkbox"/> Barcroft, Shawn	<input type="checkbox"/> Figueroa, Veronica (Liaison)	<input checked="" type="checkbox"/> Solomon, Lisa
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Thelen, Austen (Dept. Chair)
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Villicana, Norma
<input checked="" type="checkbox"/> Cortez, Samuel	<input checked="" type="checkbox"/> Patel Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Williams, Tina
<input type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Pipkin, Joseph	<input checked="" type="checkbox"/> Wright, Bradford
<input type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> Wyatt, Robert
<input type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Rodiles, Nicole	

Call to Order (Chair Thelen)

The meeting was called to order at 11:46 p.m.

1. Approval of Minutes (Chair Thelen)

The minutes of May 17, 2021 were approved (M/S/C – N. Rodiles/A. Patel).

2. General Updates (Chair Thelen)

- Welcoming of new faculty, Joe Pipkin and Robert Wyatt.
- Winter and Spring Schedules will be sent out for comments/proposed changes.
- We are back to campus. As of today, those vaccinated do not need a mask; however, are encouraged to wear one indoors or when physical distancing is not possible. Unvaccinated individuals must wear a mask on campus. Students are not limited on campus.

3. Syllabus Due Date AND Templates - (Chair Thelen)

- Instructors should post a tentative schedule as a best practice, by the first day of classes.
 - Syllabi/Schedule should be uploaded on to syllabi site prior to the start of week two.
 - Instructors should make certain they are using the most current syllabus template.
- **PLO Assessments Due this Semester**

Updates/Clarification – K. Howell was unable to attend. Chair Thelen stated that certain assessments are needed a semester prior to the completion of Program Review is completed. There is no particular way they have to be done, however, they should be done within the timeframe. Our Department is in compliance.

- **SLO Assessments Due This Semester – (Chair Thelen)**

Chair Thelen provided the list below of those SLO assessments needed this semester:

Update – If an SLO is still needed, it should be completed six weeks into the fall semester. SPOL will be replaced by a new learning management system, Nuventive or Elumen.

- **4. Office Hours – (Chair Thelen)**

- Instructors were asked to submit their office hours by the end of the business day, Friday, August 20 or sooner. This would be greatly appreciated.

- **5. Opening-Day Rosters AND Census Rosters – (Chair Thelen)**

- Instructors should print their class roster just before their first class meet. They should drop the no-shows on their Census Roster deadline via WebSTAR. The deadline for Census drop date is August 29. Any drops thereafter, may be done with a the “W Roster.”

- **6. Faculty Absences – (Chair Thelen)**

- Please report absences and fill out Leave report via WebSTAR.

- **7. Faculty Observations – (Chair Thelen)**

Most observations are for part-time faculty and will be completed this semester

- **8. Scheduling Targets for WI2022 and SP2022 – (Chair Thelen)**

The percentages below regarding modality are the goal for classes:

- Soft Targets for
 - 25% Face to Face
 - 25% Hyflex
 - 25% Hybrid (Asynchronous in combination with F2F)
 - 25% Online (Asynchronous or Zoom)

- **9. Status of RTOL (Zoom) – (Chair Thelen)**

- Should RTOL be treated the same as F2F?
- Academic Senate can make this distinction.

Discussion and input from instructors were that Real Time Online classes should be treated as F2F and stated that if not, it creates more issues.\

10. Get Certified to Teach Online – (Chair Thelen)

- Only certified online instructors will be able to select Asynchronous Online, or Hybrid courses. Instructors should complete the online certification to teach.

11. Enrollment declines during COVID (Chair Thelen)

For Fall 2021, the district is offering money, scholarships, stipends to improve overall enrollment. Instructors should, but are not obligated to take students wanting to enroll. They should be mindful of not going over 25% cap without getting a Large Quota approval designation.

12. Program Review – (Chair Thelen)

The list below require a CPR this Fall; meanwhile, all others are needing updates. Chair Thelen will contact those disciplines:

- Comprehensive Program Reviews for Fall 21:
 - Behavioral Science
 - Elementary Teacher Education
 - Sociology
 - Geography

13. Assessment Schedules (PLOs/SLOs) – Due by Week 6

The deadline for PLO/SLOs is week 6 of Fall 2021. The new software, Neuventive, will integrate the assessment data into CANVAS. Kevin Howell will speak at our next Department meeting or send information out sooner.

- New form from “Neuventive: coming in the next two weeks
- SLO forms will be emailed to lead faculty

PLO Assessments:

- Behavioral Science A.A.
- Elementary Teacher Education for Transfer
- Global Studies for Transfer
- Sociology for Transfer
- Chicano/a Studies

SLO Assessments:

- ADS: 110, 220, 221, 230, 240
- AIS/ANTH: 106
- CHIC: 100
- GEOG: 108, 111
- GLST: 101, 102
- HIST: 101, 11, 220

- POLS: 100
- PSY: 120, 142, 204, 208, 212
- SOC: 101, 110, 120
- SW: 220

14. Office 808 Availability – (Chair Thelen)

X. Tirado vacated office 808 and moved to the library. If any instructor is interested in moving into office 808, please contact Elvia or Chair Thelen by the end of the day Monday, August 16, 2021. This will be based on seniority of those expressing interest.

For the Good of the Order – (Chair Thelen)

- A. Patel announced that CAADE has increased the amount of hours required for Practicum to 150 hours from 100.
- Chair Thelen stated that the prison correspondence classes may resume via F2F modality.

Adjournment

The meeting adjourned at 12:10 p.m.