Behavioral & Social Sciences Department

BS & S Department Meeting
Friday, August 16, 2013
2:00 – 3:00 p.m., Room 810

MINUTES

PRESENT

Aguirre, Tina (Dean)	Gretz, Suzanne	Staton, Robin
Byrd, Krista	Jacobson, Eric	Wainwright, Mary-Jo
Camillo, Elvia (Recorder)	Rodgers, Gary	White, Kevin (Chair)
Finnell, Gaylla	Sell, Jim	Wright, Bradford
Finnell, Lillian	Solomon, Lisa	

I. Call To Order/Welcome/Approval of Minutes – 1/24/13 (K. White)

The meeting was called to order at 2:04 p.m.

K. White welcomed those in attendance. He stated that he would be using his experience from last year, to make this year better. He thanked everyone for helping him this last year in his role as chair.

The minutes of April 25, 2013 were approved (M/S/C – L. Solomon/S. Gretz).

II. Division Keeping & Discussion (K. White)

- ***Discipline Lead & Discipline Chairs*** – There are concerns about the area leads not getting compensation for tasks that are assigned to them. K. White asked that those in attendance think of a better solution which would allow an individual, in a specific discipline, to coordinate the tasks for that area. The development of the plan would be determined at our next Department meeting. S. Gretz suggested following the History department's method where an individual would volunteer to be the point-person for a specific topic within the discipline. K. White agreed and thought that the idea would work.
- ***New Electronic Absence Reporting*** – K. White asked everyone about their opinion regarding the new process. S. Gretz stated that the process is not very intuitive. K. Byrd asked E. Camillo if instructors can call on her for assistance and she agreed. K. White stated that some issues need to be worked out such as, who will be keeping record of instructors who have/have not submitted forms.

- ***Instructional Supply – New Carry-Over "Restricted" Lotto Monies*** – K. White spoke about monies from the 2012-2013 academic year, and how it was spent. He stated that the lottery monies were rolled over to this year and more would be added, by request. He will be submitting a list of needs from our department and asked instructors to send him their requests so that they may be included in the list. Some items that he will be requesting are 10-15 laptops, which would be available for check-out.
- ***Syllabi Submission Change – Repository by 8/26 (New Template Soon)*** – There is a repository which syllabi will be deposited. When uploading syllabi in Blackboard, the system will automatically link to the Syllabi Repository site.
- ***Copying Update*** – K. White did not receive an update regarding Paper Cut expenditures from Dean Aguirre; however, when he receives it, he will send that out to everyone via email.
- ***Office Hours*** – Instructors were asked to submit their schedules to E. Camillo.
- ***Final Grades Submission Changes*** – During the 3rd Summer Session, instructors were asked to submit grades online only. K. White stated that the new process went well. He stated that instructors need to maintain all records for 3 years.
- ***SLO/PLO "Engagement" and Professional Duties*** – CTA has changed the wording in the contract to state "Engaging." Each instructor has a professional responsibility to be engaged in the SLO/PLO process. The new program SPOL will provide the documentation that is needed for the Accreditation process and make it easier. In the past, K. Berry would request a report on the activity of SLOs and a brief summary. Since then, she has requested these be completed at least twice per semester. These reports will now go onto the website which will become documentation for the Accreditation report.
- ***Publisher Books in Room 807*** – K. White reminded instructors that when they are in the Department Office, they should check if there are any packages for them. He stated that E. Camillo would be emailing them to inform them of when there was a package for pick-up.

III. UPDATES (K. White)

- ***Associate Degree for Transfer (ADT) Using Transfer Model Curricula (TMC)*** – ADT will be the new name for TMC.
- ***SPSS Site Software and Laboratory***– K. Byrd stated that SPSS was installed in the Math Lab, Rm. 2610, and her office computer. She stated that instructors interested in having the software program installed on their office computer, should contact Steven Sciaky.
- ***Honor's Program Courses for 2013-2014*** – Currently, there are no Honors courses being offered in our Department.
- ***Spring Schedule*** – Schedule development for the spring 2014 Schedule will begin on October 01, 2013.
- ***SLO & PLO Tracking Matrix*** – Dean Aguirre is putting together a comprehensive tracking matrix. K. White asked instructors to look it over for accuracy when it becomes available. He stated that there should be written notes of what outcomes will be assessed and who will be assessing them for the various disciplines.

- ***Program Pathways – Develop for spring 2014 Implementation*** – Last year, we were rushed and submitted program pathways and then they were dropped. This year, they will be implemented in the spring. We would look at the new Associate Degree Transfer. We would then check with counseling to get their input before the final draft.
- ***Campus Hour*** – K. White reminded instructors that are interested in presenting during campus hour, to contact him. He stated there would be a Master Calendar of events.
- ***Distance Education Institutional Changes/and Opportunities*** – There will be no online classes for fall. If anyone is interested in taking an At One course, the department will pay for development in spring, summer or fall. The deadline for online development for the spring 2014 semester is November 01, 2013. K. White stated that he would check on the deadlines.

IV. PART-TIME FACULTY (K. White)

- ***Welcome New Faculty*** – There are new part-time faculty in our area this spring. K. White also welcomed the new full-time temporary instructors, Lillian Finnell, Psychology and Gary Rodgers, Sociology.
- **Spring Evaluations** – K. White and E. Camillo will be developing a list for part-time evaluations this semester.

V. DISCIPLINE/AREA MEETINGS (K. White)

- The department meeting dates which were listed on the agenda were reviewed. K. White asked instructors to mark their calendars and commit to the dates as follow:

Fall 2013 – 8/16, 10/17, 11/21
Spring 2014 – 1/23, 3/13, 4/17

VI. OTHER (K. White)

There was no other discussion or concerns.

VII. ADJOURNMENT (K. White)

The meeting was adjourned at 2:40 p.m.