



Behavioral & Social Sciences Department

**BS & S Department Meeting
Thursday, March 27, 2014
12:00 – 1:00 p.m., Room 411**

Minutes

PRESENT

Bow, Cady	Jacobson, Eric	Solomon, Lisa
Byrd, Krista	Knaak, Manfred	Soto, Veronica (Liaison)
Camillo, Elvia (Recorder)	Navarro, Raul	Wainwright, Mary-Jo
Dorsey, Tanya	Patel, Aruna (ADS Coord.)	White, Kevin (Chair)
Finnell, Lillian	Ross, Donnye	Wright, Brad

I. Call To Order/Welcome/Approval of Minutes – 1/23/14 (K. White)

The meeting was called to order at 12:05 p.m.

The minutes of January 23, 2014 were approved (M/S/C – R. Navarro/R. Staton).

II. Division Keeping & Discussion (K. White)

- **Welcome New Faculty: Dahna Rasmussen (SOC)** – We have a new Sociology faculty member, Dahna Rasmussen. An invitation to the next department meeting will be extended to her. She comes to us from outside of the area.
- **Hiring Committee Updates: Sociology, Geography, Psychology & Political Science** – I.V.C. hired Dahna Rasmussen for Sociology. Geography is in process. The same hiring committee will be set, as soon as the application deadline is reached. Two finalists were forwarded to the Administration for the Psychology position and second interviews will take place March 28, 2014. The hiring committee is just being formed for the Political Science position. Hire dates for all candidates will be fall 2014.
- **2 year scheduling plan – almost completed** – Course selections are underway. A. Patel stated that it is difficult to project for the spring 2015 semester. Chair White explained that there will be time for adjustments to the schedule. M.J. Wainwright would like Chair White to advocate for classrooms.
- **Book Orders: in advance to link ISBN number to course selection** - Book orders are due for fall 2014 on April 15. It will be on the student's Blackboard homepage, as well as a link to Starfish, which takes the place of the student portal, and would serve as a one-stop information page. The book information would be linked to Starfish, according to V. Soto.

- **Full/Part-Time Evaluations – and professional duties – for Spring** - Most Full-time evaluations have been completed by Dean Aguirre. The last page of the evaluations entitled, Duties and Responsibilities, is being completed by Chair White. Absences and late grades will be accounted for in Chair White's assessment of the faculty. Discussion ensued regarding the post evaluation being reviewed with the faculty member after it is submitted, and this being a violation of the CTA contract.
- **Mentorship Program for new/Part-time faculty** - Chair White asked if the department would like to move forward with this mentorship program. M.J. Wainwright thought it was a good idea, but it needs to be more structured. Chair White will move forward with it.
- **ASG Ceremony** – E. Camillo stated that all disciplines, except for Sociology had submitted names. Some areas still need to submit blurbs for their outstanding student. In the past, there have been instructors who weren't able to make the banquet; therefore, blurbs are important.
- **Development of Department Policies:**
 - Teaching Schedules; Distance Education; Doubles, Triples, & Quads; Class Selection Process; Dept. Hiring Interviews** – It is Chair White's understanding that if a department does not come up with its own policies on issues, decisions will default to the CTA contract language. E. Jacobson stated that the CTA contract trumps policies. Discussion was held on each topic; however, most of them already had procedures in place with CTA, PTFA contracts as well as Human Resources.

III. UPDATES (K. White)

- **Disciplines: What's Happening in your Discipline/Area?** –
 - HISTORY** – Over 200 students are being served and the History Department is busy. V. Soto shared that the History ADT is now available and that History is now part of IVUP.
 - POLITICAL SCIENCE** – R. Navarro is organizing a 5K run in collaboration with the Cancer Resource Center and the IVC Foundation on May 10. Chair White is organizing a food drive for extra-credit in his classes to benefit the IV Food Bank.
 - PSYCHOLOGY** – The course requirements for the PSY ADT are Statistics and Research Methods. Some of our PSY instructors will have to offer these courses.
 - ADS** – ADS program received re-certification of full accreditation from the California Statewide Accreditation Committee and CAADE as of March 01, 2014. A. Patel was congratulated on her hard work in completing this.
- **AD Degree for Transfer and Program Pathways – Refine in Spring, deploy in fall** – Chair White stated that our area's Pathways are completed. He asked V. Soto if these would be implemented in the fall. She did not know since this would be determined through the office of the VP for Academic Services.
- **Changes in the Psychology ADT: Statistics and Research Methods** – Chair White stated that Statistics and Research Methods courses are a requirement on the Psychology ADT. During the course development, the department needs to make certain that there are enough of these courses as well as instructors to teach them. He stated that the hiring committee is making sure that the new hire is able to offer these courses as well.
- **Program Reviews** – They have not been completed.

- **Campus Hour/Professional Development – Master Calendar** - Chair White stated that the college has committed to continuing college hour. They are trying to come up with a plan that will satisfy our Institutional Goals.
- **Distance Education - BSS courses under development** – Chair White stated that Political Science, Psychology, Geography and History are developing online courses. He stated that Gaylla Finnell is making certain that online classes meet the required rigor and that offering too many online courses does not trigger a substantive change.

IV. DISCIPLINE/AREA MEETINGS: (K. White)

Chair White stated that instructors should plan to meet and develop an SLO timeline and activities.

V. Other Items: (K. White)

Chair White reminded everyone to mark their calendars for the next department meeting on April 17, 2014.

VI. ADJOURNMENT (K. White)

The meeting was adjourned at 1:06 p.m.