

Humanities Division

Meeting Minutes

08/22/08

I. Call to order

Melani Guinn called to order the meeting of the **Humanities Division** at **2:10 pm** on **August 22, 2008** in room **315**.

II. Roll call

The following persons were present: Hope Davis, Van Decker, Aaron Edwards, Carol Hegarty, Nannette Kelly, Laura Mosier, Alicia Ortega, Bruce Page, Javier Rangel, José Ruiz, Romano Sanchez-Dominguez, Glenn Swiadon, Carol Lee, Melani Guinn, and Jessica Waddell

III. New business

a) New Instructors: Javier Rangel, Spanish; Aaron Edwards, philosophy; and Glenn Swiadon, French, are new instructors in the Humanities Division.

b) SLOs:

-There is movement from the college to compensate instructors for their work on SLOs.

-SLO form was explained.

-Melani and Toni Pfister can meet with people with questions.

-One e-copy of the SLO identification form goes to Melani, one e-copy goes to Jessica, and one e-copy along with one hard copy go to Toni Pfister.

c) Misc. Info

-Instructors need to check e-mail at least once a week.

-Instructors also need to check mailbox at least once a week.

-Census rosters, grades, and syllabi need to be turned in on time.

-Office hours and OBA must be submitted to Jessica – five office hours and ten OBA per week, spread over four days.

-Census rosters were explained (what they are, when they are due, etc.).

-Syllabi are very important. Your attendance policy, grading policy, and plagiarism policy should be included.

d) Accreditation

-The accreditation team will visit us to ensure we are addressing their warnings. SLOs are a major part of accreditation, which is why we need to stay on schedule.

e) Campus Uniformity:

-Dr. Gould has informed the VP that the district should be taking care of our classrooms, making them uniform and up-to-date; therefore, if we are not using our designated IELM money, we need to donate it.

IV. Adjournment

Melani Guinn adjourned the meeting at **3:00 pm**.

Minutes submitted by: Jessica Waddell

Minutes approved by: Melani Guinn