

Humanities Division

Meeting Minutes

11/06/08

I. Call to order

Melani Guinn called to order the regular meeting of the **Humanities Division** at **12:47 pm** on **November 6, 2008** in **room 315**.

II. Roll call

The following persons were present: Hope Davis, Van Decker, Aaron Edwards, Carol Hegarty, Nannette Kelly, Carol Lee, Laura Mosier, Alicia Ortega, Jose Ruiz, Romano Sanchez-Dominguez, Glenn Swiadon, Melani Guinn and Jessica Waddell. Visitor-Olga Artech

III. Division Chair Report

- a) Smoking Policy: Starting in spring 2009, campus will have designated areas near some parking lots for smoking. In fall 2009, the campus will go completely smoke free. If you have any questions or problems please discuss them with Dr. Gould.
- b) Early Alert: This is a program used by instructors and counselors to assist students who might need extra help to succeed in a class. Instructors can go online and input a student's name into Early Alert at any point in the semester, though the earlier the better. Counselors then meet with the student to determine the best course of action. For example, a student may be encouraged to drop the class and improve her English skills before enrolling in it again. In other cases, tutoring may be advised to help the student pass the class.
- c) E.O.P.S.: Olga Artech provided information on what E.O.P.S. is and what they do to assist students. Brochures were passed out with more information and if there are any questions please refer them to Olga Artech.
- d) T.B.A. Hours: According to the Chancellor's Office, instructors of record (or an instructor who meets the minimum qualifications in the discipline being taught) must be physically present in the classroom/ lab or within line-of-sight of the students during TBA hours. Faculty members are allowed to use a two-way video system as long as he or she is adjacent to the classroom or lab where the students are located.
- e) Overload: Instructors teaching more than 9 units of overload will require the approval of Kathy Berry. Faculty contract states that the Vice President of Academic Services has the final approval of all overload assignments in excess of one class (or 3 units), but Berry has decided to review only those above 9 units.
- f) SLO Assessment:
 - In classes with completed SLO identification forms, assessment tools must be implemented and results evaluated (with other instructors in department) this semester.
 - SLO identification forms must be completed by March 15, 2009, for all other classes.

IV. Other

- a) Studying Abroad: Professor Ortega passed around a catalog with information about studying abroad and would like feedback from the foreign language instructors.
- b) Summer Schedules: Emailed to each instructor, will be going into the system in the next week or two
- c) Year-in-Advance Schedule: Emailed to each instructor today and need information back to Jessica by last week of November

V. Adjournment

Melani Guinn adjourned the meeting at **1:30 pm**.

Minutes submitted by: Jessica Waddell

Minutes approved by: Melani Guinn