

**Imperial Valley College
Humanities Department Meeting
Monday, April 18, 2016
Campus Hour 12:50-1:50 p.m.
Room 305**

MINUTES

Present

Carol Hegarty, Humanities Department Chair
Dr. Hope Davis
Darren Burns
Dr. Nannette Kelly
Julie Yi
Ric Colunga
Aaron Edwards
Joel Jacklich

Recording Secretary: Toni Gamboa

A. Call to Order

- The Humanities Department meeting was called to order at 12:57 p.m. by Carol Hegarty, Humanities Department Chair.

B. Approval of Minutes dated March 14, 2016

- M/S/C J. Jacklich/D. Burns to approve the minutes of March 14, 2016 as presented.

C. Discussion Items:

1. Credit by Exam Courses

- Chair Hegarty addressed the Credit by Exam document sent by the Curriculum Committee for review.
- This document is presented periodically for consideration.
- The exam is considered by students who wish to test out of various level courses.
- The process entails the students approaching the instructor and the student obtaining the documentation to move forward with testing.
- Chair Hegarty informed the faculty that the Curriculum Committee is requiring that the credit by exam be standardized to ensure all students are receiving the same exam.
- Frank Rapp – Curriculum Committee Chair is requesting a list of courses that can be offered as credit by exam.

- Joel Jacklich stated that in the past, the exam was given because the Music Department did not have an Applied Music instructor and each class did not have different levels.
- Daren Burns stated that testing out of lower level classes in piano and guitar should be considered.
- Dr. Hope Davis will provide a list of the Music courses to Chair Hegarty for submittal.

2. Large Quota Courses

- Large quota or double section courses have been taught in Art 100 and Art 102 without discussion.
- Chair Hegarty stated that there has not been discussion about considering other large quota courses to be taught within Humanities without jeopardizing instruction.
- The contract discusses large quota classes; however, stipulations have not been enforced.
- The Curriculum Committee has been tasked with enforcing large quota courses.
- Currently, the Course Outline of Record does not have a place to indicate a large quota course option. Dixie Krimm has been in contact with CurricuNET to include a box to be checked to indicate the courses that can be taught as large quota or double section courses.
- Aaron Edwards stated that Philosophy 100 and Ethics 104 should have an option of being taught as large quota courses.
- Dr. Davis would like Music 100 to be considered.
- Classroom availability would also need to be accessed.

3. Adjunct Hiring Process

- Two years ago, Chair Hegarty and Dr. Nannette Kelly worked on the adjunct hiring process outline with the idea that the person interviewing met minimum qualifications.
- Requirements are Master's degree in the discipline and four graduate courses in the area of study. Discussion continued regarding requirements.
- A meeting will be scheduled for the faculty who is interested in working on the outline. The outline will be finalized at the next Humanities Department meeting.

4. Budget

- There are funds available in the budget as follows:
 - Equipment Repairs - \$800.00
 - Office Supplies - Approximately \$2,500.00
 - Media Materials - \$1,000.00
 - Copying/Printing - Approximately \$3,500.00
 - Postage - \$48.00
- Requests should be submitted as soon as possible in order to meet the impending purchase order deadline.
- Dr. Davis has requested a new office chair.
- Dr. Davis and Joel Jacklich are interested in purchasing music stands and a music rack to hold the stands.

D. Other

- Aaron Edwards announced that the Philosophy Club is fundraising for an upcoming Science and Critical Thinking Conference in November which will be held in Las Vegas.

E. Next Meeting: May 9, 2016

F. Adjournment

- The meeting was adjourned at 1:50 p.m.