

**Imperial Valley College**  
**Humanities Department Full-Time Faculty Orientation Meeting**  
**Friday, August 11, 2017**  
**2:50 p.m. – 4:00 p.m.**  
**2700 Building, Room 2723**

**MINUTES**

**Present:**

Carol Hegarty, Humanities Department Chair  
Dr. Hope Davis  
Dr. Nannette Kelly  
Brandilyn Davidson  
Aaron Edwards

Recording Secretary – Toni Gamboa

**A. Call to Order**

- The Humanities Department meeting was called to order at 2:55 p.m. by Carol Hegarty, Humanities Department Chair.

**B. Approval of Minutes – Dated May 15, 2017**

- M/S/C A. Edwards/N. Kelly to approve the minutes as presented.

**C. Syllabus Due Date and Template**

- Chair Hegarty requested that the Humanities faculty upload their syllabus as soon as possible utilizing the new template.
- Changes to template include:
  - Language for help for homeless students.
  - Beginning of food pantry for students.
  - Veteran support for enrolled veteran students.

**D. Opening Day Rosters and Census Roster**

- Chair Hegarty encouraged faculty to drop students who do not attend the first day of class.
- Census Day is Monday, August 28, 2017. Please make certain to submit your census rosters on a timely manner. Census is linked to state apportionment funds. It is important to submit census information by the scheduled date.

**E. Drop and Grade Submittal Policies**

- The drop policy is included in the new syllabus template and also noted on the IVC catalog.
- Students are responsible for dropping their class.
- The last day to drop a class is November 4, 2017. Anticipate the drop day by submitting the drop card on Friday, November 3, 2017.

#### **F. Faculty Absences and WebSTAR**

- Faculty are required to call the supporting secretary Toni Gamboa at (760) 355-6378 and one other secretary if the supporting secretary does not answer. They may also contact Martha Navarro at (760) 355-6110 to report an absence if they are unable to reach Toni or another ALLS Division Secretary.
- When scheduling a substitute for your class, please call in to inform Toni of your absence and of the name of the substitute who will teach your class. All subs must be qualified to teach in your area.
- Please enter your absence on your Leave Report in WebSTAR on a timely manner before the end of the month.
- Actual teaching hours missed are reported on the Leave Report.
- If faculty encounter an issue in reporting an absence on their Leave Report, please contact Sheila Dorsey-Freeman at (760) 355-6413 for assistance.

#### **G. Faculty Observations**

- Chair Hegarty stated that the following faculty will be evaluated this Fall 2017:
  - Brandilyn Davidson
  - Aaron Edwards
  - Carol Hegarty
- An official email will be sent from the Academic Services Department on behalf of Dr. Akinkuoye notifying the faculty who will be evaluated.
- Full-time faculty scheduled to be evaluated must contractually select a Peer Evaluator.
  - Dr. Nannette Kelly agreed to serve as Peer Evaluator for Aaron Edwards.

#### **H. Reprographic Offices – What it does for you, and how it saves the college money**

- Chair Hegarty encouraged the Humanities faculty to utilize Reprographics for print jobs. Reprographics is located in Room 904. You may either use the help desk or go to Room 904 to make copies. Reprographics is equipped with copiers for your use.
- You may request print jobs online and request that the copies be placed in your mailbox in case you are not able to collect your print job (s) before Reprographics closes at 5:00 p.m.

#### **I. Canvas**

- The campus has completely transitioned to Canvas. Is much more user friendly for the students than Blackboard. However, according to the faculty, Canvas is rather basic and not visually aesthetic as Blackboard. It also does not provide the options Blackboard provided.

#### **J. Student Learning Outcomes (SLO's) & SPOL**

- Chair Hegarty stated that the new SLO site on the IVC webpage is simple and easy to navigate.
  - Go to Faculty & Staff and click on Student Learning Outcomes. Scroll all the way down to Sections and click on Canvas SLO Website.
  - Assessments will be uploaded using this website.
- In regards to SPOL, Chair Hegarty shared she had a terrible experience.
  - Her name was listed under WLSC and not Humanities.
  - Did not have access to Humanities so she could only view her Art classes.
  - Aaron Edwards shared he had limited access.

- Dr. Kelly stated that because the process was complicated, she asked Kevin Howell to upload the assessments for the two Art courses assigned to her as Lead.
  - Chair Hegarty will contact Kevin to inquire if Humanities needs to resubmit assessments.
  - The SLO Assessment forms once completed through Canvas will be collected by Kevin.
- Chair Hegarty will go online at the next meeting to go through the SLO process for Leads.

#### **K. Starfish**

- Accessible through Canvas.
- Aaron Edwards informs his students to check their gradebook and student email for notification that they are not doing well in the class.
- Faculty must enter the notification in Starfish to alert Counseling and the student.

#### **L. Important Dates**

- Syllabus – Upload to Syllabi Site as soon as possible.
- Opening Day Rosters – August 14, 2017
- Census – Monday, August 28, 2017
- Add Form - Student must obtain the add form physically from the instructor.
- Last Day to Add a Class – September 26, 2017
- Last Day to Drop a Class – November 4, 2017. Anticipate drop date and submit drop card on Friday, November 3, 2017.
- Concert Dates – Please submit upcoming concert dates to Chair Hegarty and she will upload them to the Music website.
- Program Review Updates for Fall 2017 are due in SPOL by December 1, 2017.
  - José Carrillo is available to assist upon request.
- Schedules – Will begin working on Winter and Spring 2018 fairly soon.

#### **M. Other**

- Dr. Davis inquired if the College would ever consider going back to offering a dual summer schedule?
  - Chair Hegarty will look into this inquiry.
- Aaron Edwards shared his experience teaching a summer course at Centinela State Prison. The students were highly motivated, focused and interacted in class.
  - Had 27 students in his Philosophy class and only one student failed the class.
  - Students earned the most “A’s” ever in any of his classes.
  - Aaron had such a positive experience this summer that he is scheduled to teach two classes at the prison this Fall 2017.

#### **N. Next Meeting: TBA**

- The next Humanities Department meeting is scheduled for the third Monday on September 18, 2017 from 12:50-1:50 p.m. in Room 305.

#### **O. Adjournment**

- The meeting adjourned at 3:46 p.m.