



# Behavioral & Social Sciences Department

**BSS Department Meeting  
Monday, September 14, 2015  
12:50 – 1:50 p.m., Room 810**

## Minutes

<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Nuñez, Roxanne (Adjunct)	<input checked="" type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Thelen, Austen
<input checked="" type="checkbox"/> Epps, Richard (Ric)	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Semmes, Laura	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Nainpally, Ashok (Dean)	<input type="checkbox"/> Soto, Veronica (Liaison)	

### I. Call To Order/Welcome/Approval of Minutes – 08/14/15 (K. White)

The meeting was called to order at 12:51 p.m.

The minutes of August 14, 2015 were approved (M/S/C – L. Solomon/R. Epps).

### II. Division Business (K. White)

- **Political Science Faculty Position Update** – This position is the only position offered for one semester. A search committee was selected and all is on-schedule.
- **Late Start Class Experimentations** –The District is pushing for late-start and hybrid courses. A 12-week History course has been set-up for this semester. Political science had been the only discipline set-up for short-term courses in our Department. Some concerns regarding enrollment for short-term courses was initiated by M.J. Wainwright and discussion ensued. Timelines for hybrid and online development were discussed.
- **Program Reviews – Data and Timelines** – Chair White sent instructors data information from Jose Carrillo and Melody Chronister via email. By Monday, September 24, 2015, Chair White plans to have each discipline's Program Review ready to review, ensuring a timely completion. M.J. Wainwright stated that the data provided was incorrect. Chair White stated that the data provided should be used as a baseline. A. Patel stated that the incorrect data provided has affected the Success Rates.

- **Academic Schedule for 2016-2017 and Adjustments** – Schedule should be done this week sometime. The 2015-2016 schedules will be used as the baseline and adjustments will be made from that.
- **SLOs and PLOs: Discipline Planning Meetings** –Department disciplines should be meeting on SLOs and PLOs this semester. Any questions should be directed to Chair White. The more senior faculty members from each discipline should be disseminating and collecting information from part-time faculty within the discipline to add to the assessment. Reference the SLO site to view full list of SLOs.
- **Strategic Planning Online (SPOL) Updates** – All Department Chairs will be inputting Program Reviews for the first time. Discussion regarding Starfish ensued.
- **C-ID and Course Outlines of Record (CORs) Updates and Modifications** – The Department has started updating; however, V. Soto has yet to provide a complete list of Courses needing updates.
- **Committee Assignments** – Instructors were all appointed to a campus committee. M. Duva inquired about where one could verify which committee one was assigned. Chair White informed him that Michael Heumann was the contact.

### III. Discussion (K. White)

- **Mind-tap** – R. Epps gave a brief overview on the Cengage program, MindTap and all of its features. He explained that not all textbooks include MindTap.
- **Canvas** – A. Thelen shared that from a student perspective, it is not different from Blackboard. Those that have used it stated that it is more user-friendly than Blackboard. Chair White stated that we will use this time to train for the use of Canvas. M.J. Wainwright stated that we need better Technology Support.
- **Honors Courses for Spring** – Any instructor interested in participating in an honors course should contact Robert Baukholt. This includes 25% more work and an individual contract. Discussion ensued regarding faculty compensation.

### IV. Other Items (K. White)

**Meeting Schedule 2015-2016: Please Commit These to Your Academic Calendar:**

**Fall 2015**

October 12  
November 09  
November 30

**Spring 2016**

February 22  
March 14  
April 11  
June 06

**Adjournment:**

The meeting was adjourned at 1:49 p.m.