Behavioral & Social Sciences Department

BSS Department Meeting
Friday, August 14, 2015
1:30 – 2:45 p.m., Room 2735

Minutes

☒Camillo, Elvia (Recorder)	☒Naimpally, Ashok (Dean)	☒Staton, Robin
☒Duva, Mark	☒Nuñez, Roxanne (Adjunct)	☒Thelen, Austen
☒Epps, Richard (Ric)	☒Rodiles, Nicole	☒Wainwright, Mary-Jo
☒Finnell, Gaylla (DE Coord.)	☒Semmes, Laura	☒White, Kevin (Chair)
☒Gretz, Suzanne	☒Solomon, Lisa	☒Wright, Bradford
☒Knaak, Manfred	☐Soto, Veronica (Liaison)	

I. **Call To Order/Welcome/Approval of Minutes – 11/18/14 (K. White)**

The meeting was called to order at 1:37 p.m.

Chair White welcomed everyone to another great year. Faculty is the driving force behind this college, and he thanked everyone for their contributions.

Chair White introduced Dr. Ashok "Ash" Naimpolly, who later arrived.

The minutes of March 24, 2015 were approved (M/S/C – L. Solomon/R. Epps).

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

- *Department Faculty Changes:*
    i. **Dahna Rasmussen – Sociology – Resigned** – Chair White expressed appreciation for the year that D. Rasmussen worked here, she has since resigned.
    ii. **Nicole Rodiles – Psychology – New, Tenure Track** – Nicole was welcomed as the new Permanent Psychology Tenure Track hire.
    iii. **Laura Semmes – Sociology – FT Temp.** – Laura will be serving as the full-time temporary Sociology instructor for 1 year to replace D. Rasmussen.
    iv. **Ric Epps – Political Science – FT Temp.** – Ric will hold this position for one semester meanwhile; the hire process is completed for a Full-Time Tenure Track Instructor.

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- ***Program Reviews – Deadline September 30 –*** There are six weeks before the deadline to submit Program Reviews for the department. The Institutional Researcher will have the data available by Monday, August 17, 2015. Chair White will review the data and send it to the appropriate individuals and to those who express an interest. He stated that there will be dialogue, he will work on the report and get feedback from the disciplines prior to submitting. G. Finnell stated that the data has been posted onto the Accreditation Site at http://accreditation.imperial.edu/. The deadline is September 30, 2015.
- ***Academic Schedule for 2016-17 and Adjustments –*** This fall 2015, the course schedule for academic year 2016/2017 will have to be developed. Since, the 2015-2016 schedule was developed so early, there will be some adjustments made due to new hires and other changes.
- **Syllabus, Opening and Census Rosters –** Instructors were reminded to make certain their syllabi have all of the pertinent information using the template located on the IVC website and to deposit their completed syllabi into the online Depository for students to access. Instructors should drop students who do not present themselves on the first day of class for their opening and census rosters. Census Rosters should be completed online in WebSTAR.
- ***Reprographics and Mailboxes (Room 904) –*** The mailboxes have migrated to Room 904. M.J. Wainwright asked that instructors to be patient and help out the new mail clerk.
- ***SLOs and PLOs: Discipline Planning Meetings –*** The various department disciplines were reminded to set-up meetings for SLOs and PLOs for this semester. Instructors asked Chair White to email all department faculty members. Chair White explained that establishing the SLO assessment early, would help the Part-time faculty participating in the assessment.
- ***Strategic Planning Online (SPOL) Updates –*** SPOL is moving along slowly and there have been instructors who have received training. M.J. Wainwright, L. Solomon, and S. Gretz have inputted some data. S. Gretz stated that Dixie Krimm was very helpful. Chair White stated that there will be more training in the fall.
- ***C-ID and Course Outlines of Records (CORs) Updates and Modifications –*** M. Duva explained that a C-ID is a common course numbering system used throughout community colleges. Chair White announced that the department will be updating the Course Identification Numbers this fall. The CORs have not been updated in some time and some only need textbook updates, where others need substantial changes. Chair White stated that the percentages for the Content portion of the COR, are not required; however, the Content is.
- ***Tenure Review –*** Meetings for M. Duva, N. Rodiles and A. Thelen must be set-up within the first 3 weeks of the semester. When an instructor serves as a Full-time temporary, and they get hired full-time, the year they served as a temporary faculty, counts toward their full-time service. Discussion regarding the change in Deans ensued and who would continue serving on the existing Tenure committees. Dean Ash stated that he would leave it to the VP for Academic Services and refer to contract lingo.

- **Campus Hour (M-R 12:50-1:50 PM) and New Time Blocks** – Campus hour has changed as of fall 2015 to Monday – Thursday from 12:50-1:50 p.m. Chair White explained that one of the changes is that all department meetings will be held on Mondays. Most of these are held the second Monday of the month. The established Department meeting dates are conflicting with some of the History Department meetings, so Chair White stated that he would revisit the issue at a later time.
- **Committee Assignments** – All faculties should be serving on a campus committee. S. Gretz pointed out that there is only one representative from our area participating in Academic Senate. Chair White asked the group if they were interested in serving as a representative and no faculty members expressed interest.
- **Department Website Manager** – Chair White asked for a volunteer to assist with the Department website. M. Duva volunteered his time. G. Finnell offered her assistance to Dr. Duva.
- **Blackboard Training: Gaylla Finnell** – G. Finnell offered her assistance to anyone facing challenges in Blackboard. G. Finnell shared that the Part-time orientation was very successful; however, she met some instructors who do not use Blackboard and stated that it is beneficial to our students. She is available one-on-one and many times she is able to assist remotely. The best form of communication is via email. There are members on the Distance Education Committee who are also available.

III. Discussion (K. White)

- **Professional Duties** – There has been more of a push on faculty responsibility from Instructional Council. Chair White is responsible for the Duties and Responsibilities form within the Faculty evaluations packet. He would like to make instructors aware of the following questions which are included on the form: whether the instructor is maintaining their office hours, participating in committee work, attending Department meetings, and participating in SLOs.
- **Online Development, Online Education Initiative (OEI) & Canvas** – G. Finnell explained that OEI is part of the State of California's student success efforts. The reason for the transition from Blackboard to Canvas is that the State would like a common course management system among the California Community Colleges. Colleges are not required to participate, however, the State would like to see this conversion and this is why they are paying for it. The contract with Blackboard will end in the spring of 2017. A campus forum will take place regarding Canvas on September 09, 2015. The conversion from Blackboard to Canvas is simple and Canvas is a user-friendly system. The deadline for online or hybrid course development in spring of 2016 is September 28. The deadline for online or hybrid course development in fall 2016 is early spring. It takes approximately 1 year before a course will appear in the schedule.
- **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.
- **Department Survey: Teaching Preferences, Training Needs, Etc.** – Chair White expressed his interest in conducting a Department Survey to

include teaching preferences, training needs, etc. M. J. Wainwright stated that courses are selected by seniority.

- **Starfish –** Instructors were asked if they use Starfish. Various instructors shared the interactions they have had. The grade book in Blackboard is integrated with Starfish. L. Solomon stated that she finds it useful to track attendance. She shared that it is a tool that helps give an early alert to Counselors of students in need of assistance, and is part of student success.
- **Drop Policy –** Chair White announced that instructors cannot drop a student for being tardy. He was told that instructors are using this as a tool to lessen their enrollment. He stated that this practice is against the Ed. Code.

IV. Other Items (K. White)

For the Good of the Order (Inside/Out Program)

G. Finnell stated that the program would not be possible without Aruna Patel. The program began as a pilot and part of her doctoral program. It brings 15 incarcerated inmates with 15 IVC students together in one class. The inmates are individuals held in the County Jail for more than a year. The program is designed as a pathway for these individuals to obtain a career as a counselor. Inmates are now approved to take online classes. More information on the program can be found on IVC's webpage. A Psychology class will be offered for the spring 2016 semester and a Sociology class for the fall 2016. An instructor will be needed to teach in these areas. Arrangements will be made for any instructor who would like to go and observe. The CCC league invited G. Finnell and A. Patel to their annual convention to give a workshop on the Inside/Out program. Centinela State Prison and Calipatria State Prison would also like IVC to offer the program at their Institutions. The program has received State recognition and she feels honored.

National Consortium of Men of Color

Austen Thelen and Ric Epps gave a brief overview of the consortium regarding the issues minority students in education face, along with the transition after education.

DSP & S Referrals

R. Staton is receiving referral forms from DSP & S that only have the student's name and nothing more. Instructors have multiple classes and plenty of students. She stated that DSP & S should be filling in the pertinent information.

Adjournment:

The meeting was adjourned at 2:54 p.m.