



Behavioral & Social Sciences Department

**BSS Department Meeting
Tuesday, November 18, 2014
12:00 – 1:00 p.m., Room 412**

Unapproved Minutes

<input type="checkbox"/> Aguirre, Tina (Dean)	<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Soto, Veronica (Liaison)
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Jill Nelipovich (Guest)	<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 (Adjunct)	<input checked="" type="checkbox"/> Rasmussen, Dahna	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Finnell, Gaylla (Guest)	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> White, Kevin (Chair)
<input checked="" type="checkbox"/> Gretz, Suzanne	<input checked="" type="checkbox"/> Semmes, Laura	<input checked="" type="checkbox"/> Wright, Brad
<input checked="" type="checkbox"/> Jacobson, Eric	<input checked="" type="checkbox"/> Solomon, Lisa	<input type="checkbox"/>

I. Call To Order/Welcome/Approval of Minutes – 10/14/14 (K. White)

The meeting was called to order at 12:10 p.m.

The minutes of October 14, 2014 were approved (M/S/C – M.J. Wainwright/R. Epps).

II. Division Keeping & Discussion (K. White)

- **Revised Syllabi Template** – The new syllabi template was revised by Gaylla Finnell. Michael Heumann sent the template to instructors via email. The new template will be implemented for the winter and spring 2015 semesters.
- **Final Grade Submission – due Thursday, December 18th** – Chair White reminded everyone that grades are due on Thursday, Dec. 18, 2014.
- **Online Absence Reporting** – Instructors were asked if they had issues reporting their absences online. All were o.k. with the process.
- **2015-16 Schedule Staffing Deadline – November 21, 2014** – Emails are being sent regarding staffing classes for the upcoming semesters. Chair White asked instructors to be prepared so that the process is expedited. The department would like to have this completed by the deadline.
- **Fall 2015 – New time blocks and M-TH Campus Hours** – Starting Fall 2015, the college will implement new time blocks, giving us a primetime class session before campus hour at 12:50 – 1:50 p.m.

- **Winter/Spring Book Orders** – Chair White asked instructors how the book order process was going and there were no issues reported.
- **Program Pathways** – Chair White asked instructors to look over the program pathways. He has made adjustments to them and submitted them. These will give students a basic guideline of what courses they need to take in their specific degree.
- **Committee Assignments** – Chair White asked that any instructor who is not sure of what committee they've been appointed to, let him know and he would assist them. M. J. Wainwright stated that the topic of faculty members not showing up to their assigned committees has been an issue. She warned the faculty that if they are assigned to a committee, they must attend the meetings because it will be enforced. She stated that Academic Senate and CTA are working on establishing enough committees to house 144 existing faculty members.
- **New and Replacement Faculty Prioritization** – Chair White shared that out of the seven faculty positions needed on campus, Psychology was rated 3 in priority, POLS was rated 7 and ADS was rated 10 for filling the needed positions, should the District acquire the funding.

III. Discussion (K. White)

- **Cengage Publisher Campus Visit – Thursday, December 11, 12-1 p.m.** – Cengage representatives will be having a presentation on MindTap in room 412. Chair White encouraged all instructors to attend. Lunch will be provided.
- **Honors Courses and Learning Communities for Spring 2015** – Chair White asked if instructors would like to sign up for Honors courses or would like to pair-up with another discipline as a Learning Community for students, to let him know. He stated that honors courses require 25% more coursework and would be voluntary.
- **Student Learning Outcomes (SLO) – Jill Nelipovich, SLO Coordinator** - Faculty trainings to input SLO data into the Strategic Planning Online (SPOL) have been ongoing. SPOL will automatize all of the cycle assessments that were done in the past. The goal is to get faculty to dialogue. At the end of each semester, each instructor will input their assessment data in SPOL. Each instructor will have appropriate login access. J. Nelipovich briefly went over step-by-step instructions via computer. She stated that the assessment only needs to be inputted once since data will carry over from year to year. There will be more SLO trainings in spring 2015. On January 05, 2015, Dr. Nick will have a presentation workshop on PLOs. J. Nelipovich encouraged instructors to sign up for the trainings via the email which she has sent out.

IV. Other Items:

- **ADTs/TMCs – V. Soto, Counseling Liaison** – IVC is currently at 100% with all of the Chancellor's Office requirements for the Associate Degree for Transfer Program (ADT). These transfer degrees have no Institutional requirements and are a contract between the CSUs and the CCCs. The college is currently looking at other degrees and will be adding a new Elementary Teacher's Education degree. This Education degree has

been developed and approved and is in the process of having its TMC submitted to the state.

The liberal study major is currently listed under Counseling and there are plans to move the major to Arts and Letters, Behavioral Science, or Exercise Science. Chair White stated that James Patterson approached him and asked if our department was interested in taking it over. Chair White stated that our department would take it, if none of the other departments would take it.

- **Inside/Out Program – Gaylla Finnell/Aruna Patel, Coordinator** – G. Finnell stated that the program wouldn't be possible without the Behavioral and Social Science Department. A. Patel was the instructor and L. Solomon, who was an actual student. She stated that the class is going real well. The students are interacting well with one another. She stated that Pre and Post evaluations of the process will be taken, as well as, on the outcomes regarding class completion and GPA and on the focus group and their experiences. Data will be collected from this pilot program, since it is the first in the State of California. She and A. Patel will work on a program plan for additional courses in the ADS program once the data is reviewed.

She stated that they were selected to present in Sacramento in January to share the outcomes. A. Patel encouraged Psychology majors to enroll in the course.

V. For The Good Of The Order: (K. White)

Please mark your calendars:

Spring 2015

February 24

March 24

April 28

Adjournment:

The meeting was adjourned at 1:07 p.m.